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A MANUAL OF STYLE

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A MANUAL OF STYLE

A COMPILATION OF

TYPOGRAPHICAL RULES GOVERNING THE PUBLICATIONS OF
THE UNIVERSITY OF CHICAGO, WITH SPECIMENS OF
TYPES USED AT THE UNIVERSITY PRESS

SIXTH EDITION

THE UNIVERSITY OF CHICAGO PRESS
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INTRODUCTORY NOTE

The present work is a codification of the typographical rules employed by the University of Chicago in connection with its official printing and publications issued through its University Press. Having its genesis, over two decades ago, in a single sheet of fundamentals, jotted down by the first proofreader at odd moments for his own guidance; added to from year to year, as opportunity offered or new necessities arose; revised and re-revised as the scope of the work, and, it is hoped, the wisdom of the workers, increased—it emerges in its present form as the embodiment of traditions, the crystallization of usages, the blended product of the reflections of many minds.

Regulations like these, in the nature of the case, cannot be endowed with the fixity of unchanging law. They are meant for the average case, and must be applied with a certain degree of elasticity. Exceptions will constantly occur, and ample room is left for individual initiative and discretion. They point the way and survey the road, rather than remove the obstacles. Throughout this book it is assumed that no regulation contained therein is absolutely inviolable. Wherever the peculiar nature of the subject-matter, the desirability of throwing into relief a certain part of the argument, the reasonable preference

of a writer, or a typographical contingency suggests a deviation, such deviation may legitimately be made. Each case of this character must be decided largely upon its own merits. Generally it may be stated that, where no question of taste or logic is involved, deference should be shown to the expressed wishes of the author.

The nature of the work of the Press itself—and this will apply, to a greater or less extent, to any similar institution affected by local conditions—constantly calls for modification, now of this rule, now of that. It would be found impracticable, even were it desirable, to bring all its publications into rigid uniformity of "style" and appearance. Methods have been devised, systems evolved, in certain lines of work, which cannot be carried bodily over into the field of others. Thus, in the matter of literary references, for instance, general practice has established certain usages in some of the sciences which it would not be advisable to ignore. Similar differences in practice may be observed in other directions. These deviations from the general rules will be found mentioned at the appropriate places in the body of the book. On the whole, however, the rules are designed to govern all publications sent forth with the official publishing imprint, "The University of Chicago Press."

Concerning the character and contents of the book little need be added. Its origin, its primary aim, and its limitations, as outlined above, will suggest the bounds of its usefulness. It does not pretend to be exhaustive; a few things must be taken for granted, and the traditional

territory of the dictionary has only exceptionally been invaded. It does not presume to be inflexibly consistent; applicability, in the printing office, is a better test than iron-clad consistency, and common sense a safer guide than abstract logic. It lays no claim to perfection in any of its parts; bearing throughout the inevitable earmarks of compromise, it will not carry conviction at every point to everybody. Neither is it an advocate of any radical scheme of reform; in the present state of the agitation for changes in spelling, progressive conservatism has been thought to be more appropriate for an academic printing office than radicalism. As it stands, this *Manual* is believed to contain a fairly comprehensive, reasonably harmonious, and wholesomely practical set of work-rules for the aid of those who have to do with questions of typographical style. For the benefit of those whose duties bring them into direct contact with the manufacturing department of the Press, specimen pages of the available types, special characters, etc., have been added.

The *Manual of Style* is now in its sixth edition. That it is recognized as possessing merit is evidenced by its adoption and use in many editorial offices, libraries, and proofrooms in the United States and Canada. This edition incorporates several new rules which it is believed will prove helpful, and at the same time seeks to elucidate some of the older rules, in the application of which difficulties may arise. Changes in literary practice, the legislation of learned societies, the recent development of the profession of the librarian, with the

attendant uniformity of practice recommended by the national association of librarians, and the added experience resulting from a daily application of these rules to a very varied list of publications, are all factors contributing to the need of periodical revision.

The work, thus remodeled, is again offered to the public, in the hope that it may continue to be useful to those whose occupations require some familiarity with the niceties of typographical form.

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RULES FOR COMPOSITION

CAPITALIZATION

CAPITALIZE—

1. Proper nouns and adjectives:

George, America, North America, Englishman; Elizabethan, French. (See 53.)

Do not capitalize verbs derived from proper names and having a specialized meaning:

to boycott, to fletcherize, to pasteurize;

nor such words as the following, when used in their special scientific or trade significance:

volt, ampere, angstrom, farad, watt, henry, ohm, coulomb.

2. Epithets used as substitutes for proper names, or affixed to a name:

the Pretender, Bloody Mary, Richard the Lion-hearted, Alexander the Great.

3. The particles in French names, as "le," "la," "de," "du," when they are not preceded by a Christian name or title; but *do not* capitalize them when they are preceded by such name or title:

Le Bossu, La Torre, La Rochelle, De Coligny, D'Aubigné, Du Maurier (but: René le Bossu, Miguel de la Torre, Gaspard de Coligny, Thomas d'Aubigné, George du Maurier).

Capitalize "Van" in Dutch names; do not capitalize "von" in German names unless it begins a sentence:

Stephen Van Rensselaer; Hugo von Mattis and Dobschütz

NOTE.—Personal preference is responsible for the following exceptions: Henry van Dyke, J. H. van't Hoff, A. van Maanen.

4. Generic terms forming a part of geographical names:

Atlantic Ocean, Dead Sea, Baffin's Bay, Gulf of Mexico, Straits of Gibraltar, Straits Settlements, Mississippi River, Three Rivers, Laughing Brook, Rocky Mountains, Blue Hills, Pike's Peak, Mount of Olives, Great Desert, Death Valley, Prince Edward Island, Sea (Lake) of Galilee.

But *do not* capitalize words of this class when simply added by way of description to the specific name, without forming an organic part of such name:

the river Elbe, the desert of Sahara, the island of Madagascar.

Subject to the rule above, the following lists will be found useful (see 104):

CAPITALIZE, IN SINGULAR FORM ONLY, WHEN IMMEDIATELY FOLLOWING NAME

Archipelago	Fork	Park
Borough	Gap	Plateau
Branch (stream)	Glacier	Range
Butte	Gulch	Reservation
Canyon	Harbor	Ridge
County	Head	River
Crater	Hollow	Run
Creek	Mesa	Valley
Delta	Ocean	
Forest	Parish (La.)	

CAPITALIZE, IN SINGULAR OR PLURAL FORM, WHEN IMMEDIATELY FOLLOWING THE NAME

Hill	Mountain	Spring
Island	Narrows	

CAPITALIZE, IN SINGULAR FORM, EITHER BEFORE OR AFTER THE NAME; AND IN PLURAL FORM BEFORE THE NAME

Bay	Fort	Peak
Bayou	Isle	Point
Camp (military)	Lake	Port
Cape	Mount	Sea
Dalles	Oasis	Strait
Desert	Pass	Volcano
Falls		

5. Adjectives and nouns used singly or in conjunction, to distinguish definite regions, and when used in connection with a recognized geographical term; and also terms applied to groups of states:

Old World, Western Hemisphere, Continental Europe, the Continent (to distinguish it from the British Isles), North Pole, Equator, the North (=Scandinavia), the East (the Orient), the Far East, the Levant; the North, South, East, West, Middle West (United States); Northern Europe (but: southern California); North Atlantic states, Gulf states, Pacific Coast states.

But *do not*, as a rule, capitalize adjectives derived from such names or nouns simply designating direction or point of compass:

oriental customs, the southern states, the middle western states, a southerner (but: Northman=Scandinavian); an invasion of barbarians from the north, extending through the south of Europe.

In order that a distinction may be made between a local and a world-wide application the latter should be capitalized:

Eastern peoples (i.e., peoples of the Orient); Western nations.

6. Generic terms for political divisions:
(1) when the term is an organic part of the name following the proper name directly:

Holy Roman Empire, German Empire [= *Deutsches Reich*], French Republic [= *République française*], United Kingdom, Northwest Territory, Cook County, Evanston Township, Kansas City (New York City—exception).

(2) when, with the preposition "of," it is used as an integral part of the name to indicate certain minor administrative subdivisions in the United States:

Department of the Lakes, Town of Lake, Borough of Manhattan.

(3) when used singly as the accepted designation for a specific division:

the Union, the States, the Republic [= United States], [the Confederacy], the Dominion [= Canada], the West Side.

(4) when it is part of a fanciful or popular appellation used as if a real geographical name:

Celestial Empire, Holy (Promised) Land, Badger State, Eternal City, Garden City.

But *do not* (with the exceptions noted) capitalize such terms when standing alone, or when, with "of," preceding the specific name:

the empire, the state; empire of Russia, kingdom of Servia, duchy of Anhalt, state of Illinois, county of Cook, city of Chicago; but: the Empire (meaning the Roman Empire).

7. Numbered political divisions (see 100):

Eleventh Congressional District, First Ward, Second Precinct.

8. The names of thoroughfares, parks, squares, blocks, buildings, etc. (see 100):

Drexel Avenue, Ringstrasse, Via Appia, Chicago Drainage Canal; Lincoln Park; Trafalgar Square; Monadnock Block, Lakeside Building, Capitol, White House, County Hospital, Théâtre Français, Lexington Hotel, Masonic Temple [Solomon's temple, but, when standing alone: the Temple].

But *do not* capitalize such general designations of buildings as "courthouse," "post office," "library," etc., except in connection with the name of the place in which they are located, when they thus form a proper name.

9. The names of political parties, religious denominations or sects, and philosophical, literary, and artistic schools, and their adherents:

Republican, Conservative, National Liberal, Social Democracy (where, as in Continental Europe, it is organized as a distinct parliamentary faction); Christian, Protestantism,

Evangelical Lutheran, Catholic (Papist, Ultramontane), Reformed, Greek Orthodox, Anabaptist, Seventh Day Adventists, the Establishment, High Church, High Churchman, Separatist, Nonconformist, Dissenter, Theosophist, Jew, Gentile as a noun, Pharisee (but: scribe) (adjective: Pharisaic, but: pharisaic, when used of characteristics, and not of the sect itself); Epicurean, Stoic, Gnosticism (but: neo-Platonism, pseudo-Christianity, un-Christian—see **203, 208**), Literalist; the Romantic movement, the Symbolic school of painters.

But *do not* capitalize any of the foregoing or similar words, or their derivatives, when used in their original or acquired general sense of pervading spirit, point of view, trend of thought, attitude of mind, or mode of action:

republican form of government, a true democrat and a conservative statesman, socialism as an economic panacea, the communistic theory, single-taxer, anarchism; catholicity of mind, puritanical ideas, evangelical spirit, pharisaic superciliousness; deist, pantheism, rationalist; epicurean tastes, stoic endurance, dualism and monism in present-day philosophy, an altruistic world-view; the classics, a nemesis.

10. The names of monastic orders and their members:

Black Friars, Dominican, Jesuit.

11. The proper (official) titles of social, religious, educational, political, commercial, and industrial organizations and institutions:

Union League Club, Knights Templar; Young People's Society of Christian Endeavor, Associated Charities; Smithsonian Institution, State University of Iowa, Hyde Park High

School; the Commercial Academy (Handelsakademie) of Leipzig, the Paris Lyceum (Lycée de Paris); the Forty [Immortals]; Cook County Democracy, Tammany Hall; Associated Press, Typographical Union No. 16; Chicago, Milwaukee & St. Paul Railroad, The Macmillan Company.

But *do not* capitalize such generic terms when used to designate a class; nor when standing alone, even if applied to a specific institution, except to avoid ambiguity or, rarely, where the word is consistently and clearly used in place of the true name:

young people's societies, the high school at Lemont, local typographical unions; the club, the association, the company; but: "He joined the Hall [Tammany]," "a member of the [French] Academy." (See 49.)

12. The names of legislative, judiciary, and administrative bodies and governmental departments, and their branches, when specifically applied:

Congress (Senate, House of Representatives [the House], Committee of Ways and Means), Parliament (House of Lords, House of Commons), Reichstag, Chamber of Deputies (the Chamber), General Assembly of Illinois, Chicago City Council, South Park Commissioners; Supreme Court of the United States, Circuit Court of Cook County, [Sanhedrin]; Department of the Interior, Census Office, Springfield Board of Education, Department of Public Works, the United States Army (but: he has served in the army; an army man).

But *do not* capitalize such general, paraphrastic, or incomplete designations as—

the national assembly, the legislature of the state, the upper house of Congress, the Dutch diet; the council, the department, the board.

13. Ordinals used to designate Egyptian dynasties, sessions of Congress, names of regiments, and in similar connections (see 100):

the Eighteenth Dynasty (but: the Ming dynasty), the Fifty-third Congress, the Second Illinois Regiment Band.

14. Commonly accepted appellations for historical epochs, periods in the history of a language or literature, and geological ages and strata, the word "age" itself being capitalized only where a failure to do so would result in ambiguous meaning:

Neolithic age (but: Stone Age, Middle Ages), Crusades, Renaissance, Reformation, Inquisition, Commonwealth (Cromwell's), Commune (Paris); Old English (OE—see 123), Middle High German (MHG), the Age of Elizabeth; Pleistocene, Silurian, Lower Carboniferous, Christian Era.

But *do not* capitalize informal adjectives in such phrases as—

early Algonkian, late Permian.

15. Names of important events:

Thirty Years' War, Peasants' War (German), Revolution (French), Revolutionary War or War of Independence (American), Whiskey Insurrection (American), Civil War (American), War of 1812, Franco-Prussian War, Battle of Gettysburg; Peace of Utrecht, Louisiana Purchase.

16. Political alliances, and such terms from secular or ecclesiastical history as have, through their associa-

tions, acquired special significance as designations for parties, classes, movements, etc. (see 9):

Protestant League, Holy Alliance, Dreibund; the Roses, the Roundheads, Independents, Independency (English history), Nonconformist, Dissenter, Separatist.

17. Conventions, congresses, expositions, etc.:

Council of Nicaea, Parliament of Religions, Fifteenth International Congress of Criminology, Westminster Assembly, Chicago World's Fair, Louisiana Purchase Exposition.

18. Titles of specific treaties, acts, laws (juridical), bills, etc.:

Treaty of Verdun, Art. V of the Peace of Prague, Edict of Nantes, Concordat, the Constitution (of the United States, when standing alone, or when referred to as a literary document; but not usually that of any other state or country, e.g., the constitution of Illinois), Declaration of Independence, Act of Emancipation, Magna Charta, Corn Laws, Reform Bill (English), Fourteenth Amendment, Sherman Anti-trust Law (but not such bills as have not yet become laws nor such treaties or laws when cited otherwise than under their formal titles: treaty at Versailles, Food bill).

19. Creeds and confessions of faith:

Apostles' Creed, Nicene Creed (but: ante-Nicene (see 203, 208), Augsburg Confession, Thirty-nine Articles.

20. Civic holidays and ecclesiastical fast and feast days:

Fourth of July (the Fourth), Labor Day, Thanksgiving Day; Easter, Passover, Feast of Tabernacles, New Year's Day.

21. Titles of honor and respect, whether religious, civil, or military, preceding the name, and academic

degrees following the name; all titles of honor or of nobility, when referring to specific persons, either preceding the name or used in place of the proper name; familiar names applied to particular persons; orders, decorations, and the titles accompanying them; titles, without the name, used in direct address; titles without the name when used of existing incumbents of office; and such words as "President," "King," "Sultan," and "Pope," standing alone, when referring to a specific ruler or incumbent:

Queen Victoria, ex-President Cleveland, Rear-Admiral Dewey, Brigadier General Brown, Lieutenant Commander Smith; United States Commissioner of Education Harris, Dr. Davis; Father Boniface, Deacon Smith; Timothy Dwight, D.D., LL.D.; James Brown, Doctor of Philosophy; Thomas Graham, Fellow of the Royal Geographical Society; the Prince of Wales, the Marquis of Lorne, His Majesty, His Grace; the Apostle to the Gentiles, "the Father of his Country"; Order of the Red Eagle, Knight Commander of the Bath; "Allow me to suggest, Judge . . ."; the Bishop of London; the Senator; "The President [of the United States] was chosen arbitrator," "the Pope's policy."

But *do not* capitalize the official title of a person when the title follows the name (see 49); when standing alone, without the name (with the exceptions noted above, and see 49c), or when, followed by the name, it is preceded by the article "the":

Woodrow Wilson, president of the United States; B. L. Gildersleeve, professor of Greek (see 49); Ferdinand W.

Peck, commissioner-general to the Paris Exposition; the archbishop (meaning other than the existing incumbent), the senator (when not speaking of the existing member), the archduke Francis Ferdinand, the apostle Paul.

22. Abbreviations like Ph.D., M.P., and F.R.G.S., and designations of celestial objects (see 48) (such titles to be set without space between the letters) (see 52, 103, 106).

23. Abbreviations consisting of one letter, except in case of units of measurement and minor literary subdivisions (see 54, 55, 110, 111):

R.V. (Revised Version), F. (Fahrenheit), C. (centigrade), A (angstrom units) (but: p., l., n., etc.).

24. Nouns and adjectives used to designate the Supreme Being or Power, or any member of the Christian Trinity; and all pronouns referring to the same, when not closely preceded or followed by a distinctive name, or unless such reference is otherwise perfectly clear:

the Almighty, Ruler of the universe, the First Cause, the Absolute, Providence (personified), Father, Son, Holy Ghost, the Spirit, Savior, Messiah, Son of Man, the Logos, [and the Virgin Mary]; "Trust Him who rules all things" (but: "When God had worked six days, he rested on the seventh").

But *do not* capitalize such expressions and derivatives as—

(God's) fatherhood, (Jesus') sonship, messiahship, messianic hope, christological (but: Christology).

25. Words which have an acquired, limited, or special meaning:

the Doctor's degree; a report of the Master (in chancery); a Bachelor's hood; a Freshman.

But *do not* capitalize such expressions as—

the doctorate, a master in chancery (the last two words being explanatory, the capitalization of "master" is here no longer necessary to indicate a special meaning).

26. "Nature" and similar terms, and abstract ideas, when personified:

"Nature wields her scepter mercilessly"; "Vice in the old English morality plays."

27. "Father" used for church father, and "reformers" used of Reformation leaders, whenever the meaning otherwise would be ambiguous:

the Fathers, the early Fathers, the Greek Fathers, [Pilgrim Fathers], the Reformers (but: the church reformers of the fifteenth century).

28. The word "church" in properly cited titles of nationally organized bodies of believers in which, through historical associations, it has become inseparably linked with the name of a specific locality; or when forming part of the name of a particular edifice:

Church of Rome, Church of England, High Church; Church of the Holy Sepulcher, Fifth Avenue Baptist Church, First Methodist Church.

But *do not* capitalize, except as noted above, when standing alone, in any sense—universal, national,

local or when the name is not correctly or fully quoted:

the church (=organized Christianity), the Eastern (Greek Orthodox) church, the Roman Catholic church, the established church (but: the Establishment), the state church; the Baptist church in Englewood.

NOTE.—In exceptional cases, where the opposition of Church and State constitutes a fundamental part of the argument, and it is desired to lend force to this antithesis, emphasis may be added by capitalizing the two words.

29. Names for the Bible and other sacred books:

(Holy, Sacred) Scriptures, Holy Writ, Word of God, Book of Books; Koran, Vedas, Mishna, the Upanishads; Apocrypha.

But *do not* capitalize adjectives derived from such nouns:

biblical, scriptural, koranic, vedic, talmudic, apocryphal.

30. Versions and editions of the Bible:

King James's Version, Authorized Version (A.V.), Revised Version (R.V.), Polychrome Bible, Septuagint (LXX), Peshitto.

31. Books and divisions of the Bible and of other sacred books (Christian or otherwise) (see 60):

Old Testament, Pentateuch, Exodus, II Second Kings, Book of Job, Psalms (Psalter), the [Mosaic] Law and the [writings of the] Prophets, Minor Prophets, Wisdom Literature, Gospel of Luke, Synoptic Gospels, Fourth Gospel, Acts of the Apostles (the Acts), Epistle to the Romans, Pastoral Epistles, Apocalypse (Revelation), Sermon on the Mount, Beatitudes, Lord's Prayer, Ten Commandments (Decalogue), Judith, Bel and the Dragon, the Koran, the Vedas.

But *do not* capitalize words like "book," "gospel," "epistle," "psalm" in such connections as—

the five books of Moses, the first forty psalms, the gospels and epistles of the New Testament, [the synoptic problem, the synoptists], the biblical apocalypses.

32. Biblical parables:

the parable of the Prodigal Son.

33. Such miscellaneous terms as—

Last Supper, Eucharist, the Passion, the Twelve (apostles), the Seventy (disciples), the Servant, the Day of Yahweh, the Chronicler, the Psalmist, the Golden Rule, the Kingdom of God, or of Heaven.

34. The first word of a sentence, and in poetry the first word of each line:

In summer, on the headlands,
The Baltic Sea along,
Sits Neckan, with his harp of gold,
And sings his plaintive song.

But in Greek and Latin poetry capitalize only the first word of a paragraph, not of each verse (line):

Τοῖσι δ' ἀοιδὸς ἄειδε περικλυτός, οἱ δὲ σιωπῇ
εἵατ' ἀκούοντες· ὁ δ' Ἀχαιῶν νόστον ἄειδεν,
λυγρόν, ὃν ἐκ Τροίης ἐπετείλατο Παλλὰς Ἀθήνη.
τοῦ δ' ὑπερωιόθεν φρεσὶ σύνθετο θέσπιν ἀοιδὴν
κούρη Ἰκορίοιο, περίφρων Πηνελόπεια·

Talia praefantes quondam felicia Pelei
carmina diuino cecinerunt pectore Parcae
praesentes: namque ante domos inuisere castas
heroum et sese mortali ostendere coetu
caelicolae nondum spreta pietate solebant.

35. The first word after a colon only when introducing a complete passage, or sentence which would have independent meaning, as in summarizations and quotations not closely connected with what precedes; or where the colon has the weight of such expression as "as follows," "namely," "for instance," or a similar phrase, and is followed by a logically complete sentence:

"In conclusion I wish to say: It will be seen from the above that . . . ."; "As the old proverb has it: 'Haste makes waste'"; "My theory is: The moment the hot current strikes the surface . . . ."

But *do not* capitalize the first word of a quotation if immediately connected with what precedes (unless, as the first word of a sentence, beginning a paragraph in reduced type); or the first word after a colon, if an implied "namely," or a similar term, is followed by a brief explanatory phrase, logically dependent upon the preceding clause:

"The old adage is true that 'haste makes waste'"; "Two explanations present themselves: either he came too late for the train, or he was detained at the station."

36. As a rule, the first word in sections of an enumeration, if any one link contains two or more distinct clauses, separated by a semicolon, colon, or period, unless all are dependent upon the same term preceding and leading up to them (see 138):

His reasons for refusal were three: (1) He did not have the time. (2) He did not have the means; or, at any rate, had no

funds available at the moment. (3) He doubted the feasibility of the plan. But: He objected *that* (1) he did not have the time; (2) he did not have the means; or, at any rate, had no funds available; (3) he doubted the feasibility of the plan.

37. As a rule, nouns followed by a numeral (particularly a capitalized Roman numeral) indicating their order in a sequence; also sums of money in German and French:

Room 16, Ps. 20, Grade IV, Act I, Vol. I, No. 2, Book II, Div. III, Part IV, Plate III; M. 6; Fr. 5.

But *do not* capitalize such minor subdivisions of publications as—

sec 4, scene 1, art. "Evidence," chap. 2 (ii), p. 7 (vii), vs. 11, l. 5, n. 6. (See 110.)

38. The first word of a cited speech (or thought) in direct discourse, whether preceded by a colon or a comma (on this see 131):

On leaving he remarked: "Never shall I forget this day"; With the words, "Never shall I forget this day," he departed; I thought to myself: This day I shall never forget (without quotation marks).

39. In resolutions, the first words following "WHEREAS" and "*Resolved*":

WHEREAS, It has pleased God . . . . ; therefore be it *Resolved*, That . . . .

40. The exclamations "O" and "Oh" (see 117):

"O Lord!" "I know not, Oh, I know not!" "Oh, that I were home again!"

41. All the principal words (i.e., nouns, pronouns, adjectives, adverbs, verbs, first and last words) in English titles of publications (books, pamphlets, documents, periodicals, reports, proceedings, etc.), and their divisions (parts, chapters, sections, poems, articles, etc.); in subjects of lectures, papers, toasts, etc.; in cap-and-small-cap and italic center-heads (both of which, however, should be avoided), and bold-face cut in heads and side heads; in cap-and-small-cap box heads in tables (see 279-83):

The Men Who Made the Nation; The American College — Its Past and Present; the *Report of the Committee of Nine;* "In the *Proceedings of the National Education Association* for 1907 there appeared a paper entitled, 'The Financial Value of Education.'"

NOTE.—The *Botanical Gazette* capitalizes only first words and proper names; and the practice may properly be followed in general bibliographies, such as are to be found under the title "Literature Cited" in the *Botanical Gazette* (see 60). This style is very generally followed by librarians and others in the compilation of lists of books and publications.

42. In foreign titles, in addition to capitalizing the first word, follow these general rules:

a) In Latin, capitalize proper nouns, and adjectives derived therefrom:

De amicitia, Bellum Gallicum.

b) In French, Italian, Spanish, Swedish, and Norwegian titles, capitalize proper nouns but not adjectives derived therefrom:

Histoire de la littérature française, Novelle e racconti popolari italiani, Antologia de poetas liricos castellanos, Svenska litteraturens historie.

c In German and Danish, capitalize all nouns but not the adjectives, except German adjectives derived from the names of persons:

Geschichte des deutschen Feudalwesens (but: *die Homerische Frage*), *Videnskabens Fremskridt i det nittende Aarhundrede;* and in abbreviations, *B.P.W.* for *Berliner philologische Wochenschrift.*

d In Dutch, capitalize all nouns, and all adjectives derived from proper nouns:

Geschiedenis der Nederlandsche Taal.

43. In mentioning titles of newspapers, magazines, and similar publications, do not, as a rule, treat the definite article as part of the title:

the *Chicago Tribune*, the *School Review*, the *Annual Register of the University of Chicago.*

44. Titles of ancient manuscripts (singular, MS; plural, MSS) (see 60):

Codex Bernensis, Cod. Canonicianus.

45. In titles with the main words capitalized, all norms forming parts of hyphenated compounds:

"Twentieth-Century Progress," "The Economy of High-Speed Trains."

But *do not* capitalize such components when other than nouns:

Fifty-first Street, "Lives of Well-known Authors," "World-Dominion of English-speaking Peoples."

And in side-heads *do not* capitalize any but the first word and proper nouns (see **56** and **172**).

46. In botanical, geological, zoölogical, and paleontological matter, the scientific (Latin) names of divisions, orders, families, and genera, but not their English derivatives:

Cotylosauria, but: cotylosaurs; Felidae, but: felids; Carnivora, but: carnivores.

Also in botanical and zoölogical matter, the names of species, if derived from names of persons, or from generic names; but in geological and medical matter the names of species are never capitalized:

Felis leo, Cocos nucifera, Rosa Carolina, Parkinsonia Torreyana, Styrax californica, Lythrum hyssopifolia, Phyteuma Halleri, Carex Halleriana (but [geological]: *Pterygomatopus schmidti, Conodectus favosus*). (See **71.**)

47. The names and epithets of peoples, races, and tribes:

Kafir, Negro (in its ethnic sense), Hottentot, Makassar, Buginese, Celestials.

48. In astronomical work, the names of the bodies of the planets, stars, and groups of stars (but not "sun," "earth," "moon," "stars"); designations of celestial objects in well-known catalogues; also the Flamsteed numbers:

Saturn, Ursa Major, the Milky Way, the Great Bear; M 13 (for No. 13 of Messier's *Catalogue of Nebulae and Clusters*), Bond 619, N.G.C. 6165, B.D.−18°4871; 85 Pegasi, Lalande 5761.

49. Divisions, departments, officers, and courses of study of the University of Chicago, in all official work dealing with its administration or curricula:

(the University), the School of Education (the School), the University Extension Division (but: the division), the Department of Anthropology (also: the Department); the Board of Trustees (the Trustees, the Board), the Senate, the Council, University College (also: the College), the School of Commerce and Administration (also: the School), the Faculty of the College of Commerce and Administration, Dean of the Faculties (also: the Faculty); the President, the Recorder, Professor of Physics, Assistant in Chemistry, Fellow, Scholar; the Van Husen Scholarship (but: the scholarship); courses in Political Economy, Autumn Quarter (but: a quarter), First Term (but: two terms; major, minor); [Hall (referring to the University dormitories)].

USE CAPITALS AND SMALL CAPITALS FOR—

50. The names of town and state in the date line, and the salutatory phrase at the beginning, of letters, and the signature and residence at the end of letters or articles, etc.:

CHICAGO, ILL., January 1, 1911

(Set to the right, with one em's indention, and preferably in smaller type than the body of the letter.)

MY DEAR MR. SMITH:

(Set flush, followed by a colon, in the same type as the body of the letter, and in a separate line, unless preceded by another line giving the name and address, in which case it

should be run in with the text of the letter, indented as a paragraph [see 64].)

CHARLES W. SCOTT

(Set to the right, with one em's indention, and in the same type as the body of the letter or article.)

HARVARD UNIVERSITY
CAMBRIDGE, MASS.
June 7, 1911

(Set to the left, with two ems' indention, in smaller type.) (Each line of the address should be in caps and small caps, and should be centered on the one preceding. The date should be in caps and lower case, likewise centered on those above.)

51. In resolutions, the word "WHEREAS" (see 39); in notes (not footnotes), the word "NOTE," which should be followed by a period and a dash; in constitutions, by-laws, etc., the word "SECTION" introducing paragraphs and followed by a number:

NOTE.—It should be noticed that . . . .
SECTION 1. This association shall be styled . . . .

The usual practice is to abbreviate the word "section" each time it is used in such a connection, except the first:

SECTION 1. The name of the association . . . .
SEC. 2. The object of the association . . . .

SET IN SMALL CAPITALS—

52. A.M. and P.M. (*ante* and *post meridiem*), and B.C. and A.D. ("before Christ" and *anno Domini*); these

should be set without a space between (see **22, 103, 106, 219**):

11:30 A.M.; 53 B.C., 1906 A.D.

USE SMALL (i.e., "lower-case") INITIAL LETTER FOR—

53. Words of common usage, originally proper names, and their derivatives in whose present, generalized acceptation the origin has become obscured, and generally all verbs derived from proper names (see **1**):

utopia, bohemian, philistine, titanic, platonic, quixotic, bonanza, china, morocco, guinea-pig, boycott, roman (type), italicize, anglicize, macadamize, paris green.

54. In literary references, such minor subdivisions and their abbreviations as—

chapter, section, page, article, verse, line, note; chap., sec., p., art., vs., l., n. (See **37, 110,** and **237.**)

55. Units of measurement as—

h.=hour, min.=minute, sec.=second; lb.=pound, oz.=ounce; yd.=yard, ft.=foot; etc.

56. In side-heads, all but the first word and proper names (see **172** and **280**).

57. The first word of a quotation which, through a conjunction or otherwise, is immediately connected with what precedes, even if such word in the original begins a sentence.

For illustration and exception see **35** and **131.**

THE USE OF ITALICS

ITALICIZE—

58. Words or phrases to which it is desired to lend emphasis, importance, etc.:

"This was, however, *not* the case"; "It is sufficiently plain that the *sciences of life*, at least, are studies of processes."

But beware of the excessive use of italics, for the appearance of the over-italicized page is not pleasing and the too frequent use of italics for emphasis weakens the text. See note to 41.

59. Words and phrases from foreign languages, inserted into the English text, and not incorporated into the English language; and also (as a rule) single sentences or brief passages not of sufficient length to call for reduced type (see 85):

"the Darwinian *Weltanschauung*"; "Napoleon's *coup d'état*"; "the debater *par excellence* of the Senate"; "*De gustibus non est disputandum*, or, as the French have it, *Chacun à son goût*."

But *do not* italicize foreign titles preceding names, or names of foreign institutions or places the meaning or position of which in English would have required roman type, and which either are without English equivalents or are by preference used in lieu of these:

Père Lagrange, Freiherr von Schwenau; the German Reichstag, the Champs Elysées, the Museo delle Terme;

nor words of everyday occurrence which have become sufficiently anglicized, even though still retaining the accents of the original language:

addendum (plur. -da)
ad interim
ad lib[itum]
ad valorem
aide de camp
alias
alibi
Alma Mater
amateur
anno Domini
ante-bellum
a posteriori
a priori
a propos
atelier
attaché
au revoir
barrage
bas-relief
beau ideal
billet doux
bona fide
bon ton
bouillon
bravo
bric-à-brac
cabaret
café
camouflage
cantina
carte blanche
chaperon
chargé d'affaires
chauffeur
chef d'œuvre
chiaroscuro
clientèle
confrère
connoisseur
consensus
contra
contretemps
corrigendum (plur. -da)
coup d'état
coup de grace
crèche
criterion (plur. -a)
cul-de-sac
datum (plur. -a)
débris
début
décolleté
delicatessen
demilune
demimonde
demirelievo
demi-tasse
dénouement
dépôt (=depository)
de rigueur
détour
dilettante
divorcée
doctrinaire
dramatis personae
éclat
élite
encore
ennui
en route
ensemble
entente
entrée
entrepôt
entrepreneur
erratum (plur. -a)
et cetera
ex cathedra
ex officio
exposé
façade
facsimile
faïence
fête
finis
fracas
gratis
Gymnasium (German)
habeas corpus
habitué
hangar
hegira
hors d'œuvres
innuendo
laissez faire
lèse majesté
levée
littérateur
litterati
Magna C[h]arta
mandamus
massage
matador
matinée
mélange
mêlée

menu	personnel	sauerkraut
milieu	portmonnaie	savant
mitrailleuse	postmortem (n. and adj.)	señor
motif	post obit	seraglio
naïve	prima facie	sobriquet
née	pro and con[tra]	soirée
névé	procès verbal	spirituel
niche	pro rata	stein
nil	protégé	subpoena
nol[le] pros[equi]	pro tem[pore]	tête-à-tête
nom de plume	protocol	tonneau
onus	questionnaire	ultimatum
papier mâché	queue	umlaut
parvenu	quondam	verbatim
paterfamilias	ragout	verso
patois	régime	versus (v., vs.)[1]
per annum	rendezvous	via
per capita	résumé	vice versa
per cent	reveille	vis-à-vis
per contra	rôle	visé
per se		viva voce

[1] But italicize *v.* or *vs.* when standing between two opposing terms not themselves italicized (see 63) when otherwise the meaning would not be clear: Michigan *vs.* Minnesota, 3 to 0.

But do not hyphenate any of these foreign words when used as adjectives.

60. Titles of publications—books (including plays, essays, cycles of poems, single poems of considerable length, and symphonies, usually printed separately, and not from the context understood to form parts of a large volume [see 81]), pamphlets, treatises, tracts, documents, operas, oratorios, and periodicals (including regularly appearing proceedings and transactions; and also the name of a journal appearing in the journal itself, and the word "journal,"

"review," etc., standing alone, if a part of the name of the publication (see 41); and in the case of newspapers, periodicals, etc., the name of the city (where published) when forming an integral part of the name:

Spencer, *Principles of Sociology;* *A Midsummer Night's Dream; Idylls of the King; Paradise Lost; The Messiah; Lohengrin;* the *Modern Language Review*, the *Chicago Tribune*, the *Indianapolis Star, Report of the United States Commissioner of Education.*

NOTE.—The *Botanical Gazette* uses italics for such titles in the text only; in footnotes, roman. Its own name it prints in caps and small caps—BOTANICAL GAZETTE.

This rule *may* be departed from in lengthy bibliographical lists, in tables, or in other matter where to follow it would result in an undue preponderance of italics (see note to 41).

Books of the Bible, both canonical and apocryphal, and titles of ancient manuscripts should be set in roman type, as also symbols used to designate manuscripts (see 31 and 44):

Psalms 53:10, D16, Mb, P, J.

61. The following words, phrases, and abbreviations used in literary and legal references:

ad loc., circa (ca.), et al., ibid., idem, infra, loc. cit., op. cit., passim, sic, sc., supra, s.v., vide.

But *do not* italicize—

cf., e.g., i.e., v. or vs. (versus) (unless ambiguity would result; see note to 59), viz., etc.

62. The words *See* and *See also*, when used in an index or similar compilation, for the purpose of a cross-reference, where the differentiation of those words from the context is desirable; and the words *for* and *read* in lists of errata, to separate them from the incorrect and correct readings:

See also Sociology; *for* levee *read* levée.

63. The names of plaintiff and defendant in the citation of legal causes; also the titles of proceedings containing such prefixes as *in re*, *ex parte*, and *in the matter of*, etc.:

Conolly v. *Union Sewer Pipe Co.; In re Smith; Ex parte Brown; In the matter of the petition of Henry Robinson for a writ of habeas corpus.*

64. Address lines in speeches, reports, etc., and primary address lines in letters (set flush, in a separate line, with nouns capitalized [see 50]):

Mr. President, Ladies and Gentlemen:
Mr. John Smith, 321 Dearborn Street, Chicago, Ill.
DEAR SIR: I take pleasure in announcing . . . .

65. In signatures, the position or title added after the name. If this consists of only one word, it is run into the same line with the name; if of more than one, but no longer than the name, center the first letter under the name line, and indent one em on the right; if longer than the name, center the name over

the second line and set this flush. These rules are, however, subject to the exigencies of special cases:

ARTHUR P. MAGUIRE, *Secretary*

Yours very truly,

CARTER H. HARRISON
Mayor of Chicago

CHARLES M. GAYLEY
Professor of English Language and Literature

66. *a*), *b*), *c*), etc., used to indicate subdivisions—single parenthesis if beginning a paragraph, double parentheses if "run in"); and *a*, *b*, *c*, etc., affixed to the number of verse, page, etc., to denote fractional part: Luke 4:31*a*.

67. Letters used to designate unknown quantities, lines, etc., in algebraic, geometrical, and similar matter: $ac+bc=c(a+b)$; the lines *ad* and *AD;* the *n*th power.

68. As a rule, letters in legends or in the text referring to corresponding letters in accompanying illustrations whether or not they are in italics on the illustration:

"At the point *A* above (see diagram)."

69. References to particular letters:

the letter *u*, a small *v*, a capital *S*.

But do not italicize a letter used in the place of a name in hypothetical statements or in cases where

only the initial is used with a dash or as a simple abbreviation:

"A bought land from B without registration of title"; "The news was brought at once to General M——"; "Mr. G. was not at home when we called."

70. *s.* and *d.* (= shillings and pence) following numerals:

3s. 6d. (See **270.**)

71. In zoölogical, geological, and paleontological matter, scientific (Latin) names of genera and species when used together, the generic name being in the nominative singular:

Felis leo, Rosa Carolina, Conodectes favosus, Phyteuma Halleri. (See **46, 48.**)

In botanical, geological, and paleontological matter, the names of genera and species when used together, and of genera, only, when used alone:

Acer saccharum, Basidiobolus, Alternaria, Erythrosuchus.

In medical matter, however, the general practice is to print such names in roman, avoiding italics altogether.

In astronomical and astrophysical matter:

a) The lower-case letters designating certain Fraunhofer lines:

a, b, g, h.

b) The lower-case letters used by Baeyer to designate certain stars in constellations for which the Greek letters have been exhausted:

f Tauri, *u* Herculis.

c) When initials are used to express the titles of catalogues, as such, and not to designate a particular celestial object, such initials are to be italicized (see **48, 60**):

B.D., N.G.C.

In accordance with the best modern practice, *italics should no longer be used* for:

a) Symbols for the chemical elements:

H, Ca, Ti.

b) The capital letters given by Fraunhofer to spectral lines:

A–H, and K.

c) The letters designating the spectral types of stars:

A_5, B_4, Mb.

d) The capital letter H with different Greek letters, used to designate the various lines of hydrogen:

Hα, Hβ, etc.

72. In resolutions, italicize the word "*Resolved.*" (See **39.**)

73. After headlines or titles, as a rule, the word "*Continued*"; and "*To be continued*" at the end of articles (see **179**):

THE SCOPE OF SOCIOLOGY—*Continued*

[*To be continued*]

QUOTATIONS

PUT BETWEEN QUOTATION MARKS (and in roman type—i.e., "roman-quote")—

74. Citations, run into the text, of a passage from an author in his own words (see 85).

75. Quotations from different authors, or from different works by the same author, following each other, uninterrupted by any intervening original matter, or by any reference to their respective sources (other than a reference figure for a footnote), even though such quotations are reduced (see 85–87).

76. A word or phrase accompanied by its definition:

"Drop-folio" means a page-number at the foot of the page.

77. An unusual, technical, ironical, etc., word or phrase in the text, whether or not accompanied by a word, like "so-called," directing attention to it:

Her "five o'clocks" were famous in the neighborhood; She was wearing a gown of "lobster-colored" silk; He was elected "master of the rolls"; We then repaired to what he called his "quarter deck"; A "lead" is then inserted between the lines; This so-called "man of affairs."

78. In translations, the English equivalent of a word, phrase, or passage from a foreign language:

Weltanschauung, "world-view" or "fundamental aspect of life"; Mommsen, *Römische Geschichte* ("History of Rome").

79. The particular word or words to which attention is directed:

the term "lynch law"; the phrase "liberty of conscience"; the concepts "good" and "bad"; the name "Chicago."

80. Titles of book series:

"English Men of Letters Series"; "International Critical Commentary"; the series "Handbooks of Ethics and Religion."

81. Titles of shorter poems (see 60):

Shelley's "To a Skylark."

82. Cited titles of subdivisions (e.g., parts, books, chapters, etc.) of publications; titles of papers, lectures, sermons, articles, toasts, mottoes, etc.:

The Beginnings of the Science of Political Economy, Vol. I, "The British School," chap. ii, "John Stuart Mill"; the articles "Cross," "Crucifixion," and "Crusade" in Hastings' *Dictionary of the Bible;* The subject of the lecture was "Japan—Its Past, Present, and Future"; the next toast on the program was "Our Canadian Visitor"; The king's motto is "For God and My Country."

NOTE.—The *Botanical Gazette*, in footnotes, does not use quotation marks for such titles.

References to the Preface, Introduction, Table of Contents, Index, etc., of a specific work, should be set with capitals, without quotation marks:

Preface, p. iii; "The Introduction contains . . . ."; "The Appendix occupies a hundred pages"; but: "The book has a very complete index."

83. Names of ships:

the U.S. SS. "Oregon."

84. Titles of pictures and works of art:
Murillo's "The Holy Family."

SET IN SMALLER TYPE—

85. Ordinarily, all prose extracts which will make five or more lines in the smaller type, and all poetry citations of two lines or more. An isolated prose quotation, even though its length would bring it under this rule, may properly be run into the text, if it bears an organic relation to the argument presented. On the other hand, a quotation of one or two lines which is closely preceded or followed by longer extracts set in smaller type may likewise be reduced as a matter of uniform appearance.

86. As a rule, reduce from 11 pt. and 10 pt. to 9 pt., from 9 pt. to 8 pt., from 8 pt. to 6 pt. (see 252).

87. Reduced citations should not have quotation marks, except in such cases as noted in 75; nor should quotation marks, as a rule, be used in connection with italics.

GENERAL RULES—

88. Quotation marks should always include ellipses, and the phrase "etc." when it otherwise would not be clear that it stands for an omitted part of the matter quoted, perfect clearness in each individual case being the best criterion:

"Art. II, sec. 2, of the Constitution provides that 'each state shall appoint . . . . a number of electors equal to the whole number of senators and representatives . . . .'"; "He also

wrote a series of 'Helps to Discovery, etc.'"—"etc." here indicating, not that he wrote other works which are unnamed, but that the title of the one named is not given in full; but, on the other hand: "Preaching from the text, 'For God so loved the world,' etc. . . . ."—"etc." here being placed outside of the quotation marks in order to show that it does not stand for other, unnamed, objects of God's love.

89. Quoted prose matter (i.e., matter set with quotation marks; see above) which is broken up into paragraphs should have the quotation marks repeated at the beginning of each paragraph.

90. Where alignment is desired, the quotation marks should be "cleared" (i.e., should project beyond the line of alignment:

> "Keep away from dirtiness—keep away from mess.
> Don't get into doin' things rather-more-or-less!"

91. Double quotation marks are used for primary quotations; for a quotation within a quotation, single; going back to double for a third, to single for a fourth, and so on:

"Let me quote from Rossetti's *Life of Keats*," he said. "Mr. Rossetti writes as follows:

"'To one of these phrases a few words of comment may be given. That axiom which concludes the "Ode on a Grecian Urn"—

"'"Beauty is truth, truth beauty—that is all
Ye know on earth, and all ye need to know,"

is perhaps the most important contribution to thought which the poetry of Keats contains: it pairs with and transcends

"'"A thing of beauty is a joy forever."'

"And now I shall conclude my first point," he continued, "by remarking that . . . ."

SPELLING

SPELL OUT—

92. All religious, civil, and military titles of honor and respect, and forms of address, preceding the name, except Mr., Messrs., Mrs. (French: M., MM., Mme, Mlle), Dr., Rev., Hon., St. (*do not*, except in quotations and in correspondence, set *the* Rev., *the* Hon.); Esq., following the name, should likewise always be abbreviated.

93. Christian names, as George, Charles, John (not: Geo., Chas., Jno.), except where the abbreviated form is used in quoted matter or in original signatures; and "von" as part of a person's name (see 240); references in text (not parenthetical or footnote citations) to chapters, pages, lines, figures, etc. (See 96.)

94. Subject to the exceptions named at the end of this section, in ordinary reading-matter, all numbers of less than three digits, unless of a statistical or technical character, or unless occurring in groups of six or more following each other in close succession:

"There are thirty-eight cities in the United States with a population of 100,000 or over"; "a fifty-yard dash"; "two pounds of sugar"; "Four horses, sixteen cows, seventy-six sheep, and a billy goat constituted the live stock of the farm"; "He spent a total of two years, three months, and seventeen

days in jail." But: "He spent 128 days in the hospital"; "a board 20 feet 2 inches long by 1½ feet wide and 1¼ inches thick"; "the ratio of 16 to 1"; "In some quarters of Paris, inhabited by wealthy families, the death-rate is 1 to every 65 persons; in others, inhabited by the poor, it is 1 to 15"; "His purchase consisted of 2 pounds of sugar, 25 pounds of flour, 1 pound of coffee, ½ pound of tea, 3 pounds of meat, and 1½ pounds of fish, besides 2 pecks of potatoes and a pint of vinegar."

Treat all numbers in connected groups alike, as far as possible; do not use figures for some and spell out others; if the largest contains three or more digits, use figures for all (see 96):

"The force employed during the three months was 87, 93, and 106, respectively."

As a general rule, however, decimals, degrees, dimensions, distances, enumerations, money, percentage, weights, and like matter should be expressed in figures:

10, 45 miles, 3 cubic feet, 24 pages, 100 bushels, 9 per cent (see 123), 45 pounds, $1,000, etc.

95. Round numbers (i.e., approximate figures in even units, the unit being 100 in numbers of less than 1,000, and 1,000 in numbers of more):

"The attendance was estimated at five hundred" (but: "at 550"); "a thesis of about three thousand words" (but: "of about 2,700"); "The population of Chicago is approximately three millions" (but: "2,900,000"). Cases like 1,500, if for some special reason spelled out, should be written "fifteen hundred," not "one thousand five hundred."

96. All numbers, no matter how high, and all terms of measurement or number otherwise abbreviated, commencing a sentence in ordinary reading-matter:

"Five hundred and ninety-three men, 417 women, and 126 children under eighteen, besides 63 of the crew, went down with the ship"; "Figure 3 shows the comparative difference in prices."

When this is impracticable, or for any reason undesirable, reconstruct the sentence; e.g.:

"The total number of those who went down with the ship was 593 men," etc.

97. Sums of money, when occurring in isolated cases in ordinary reading-matter:

"The admission was two dollars."

When several such numbers occur close together, and in all matter of a statistical character, use figures:

"Admission: men, $2; women, $1; children, 25 cents."

98. Time of day, in ordinary reading-matter:

at four; at half-past two in the afternoon; at seven o'clock.

Statistically, in enumerations, and always in connection with A.M. and P.M., use figures:

at 4:15 P.M. (omit "o'clock" in such connections).

99. Ages:

eighty years and four months old; children between six and fourteen.

100. Numbers of centuries, of Egyptian dynasties, of sessions of Congress, of military bodies, of political divisions, of thoroughfares, and in all similar cases, unless brevity is an important consideration (see **7, 8,** and **13**):

nineteenth century; Fifth Dynasty; Fifty-fourth Congress, second session; Fifteenth Infantry I.N.G.; Sixth Congressional District, Second Ward; Fifth Avenue.

101. References to particular decades:
in the nineties (see 165).

102. Names of months, except in statistical matter or in long enumerations:
from January 1 to April 15 (omit, after dates, *st*, *d*, and *th*).

103. "United States," except in quotations and such connections as: General Schofield, U.S.A.; U.S. SS. "Oregon"; in footnotes and similar references: U.S. Geological Survey (see 22, 52, 106).

104. "Railroad (-way)," and "Fort," "Mount," and "Port" in geographical appellations (see 4):
Chicago, Milwaukee & St. Paul Railroad (not: R.R. or Ry.); Fort Wayne, Mount Elias, Port Huron.

105. In most cases, all names of publications. This rule, like many another, is open to modification in particular instances, for expediency, nature of context, authoritative usage, and author's preference. Generally, if in doubt, spell out; good taste will condone offenses in this direction more readily than in the opposite.

Abbreviate—

106. Names of states, territories, and possessions of the United States following those of towns, as follows, without space between the letters of abbreviations (see 22, 52, 103), when mentioned in lists, signatures, bibliographical matter, etc., but not ordinarily in text-matter:

Ala.	Iowa	Neb.	Samoa
Alaska	Kan.	Nev.	S.C.
Ariz.	Ky.	N.H.	S.D.
Ark.	La.	N.J.	Tenn.
Cal.	Me.	N.M.	Tex.
Colo.	Mass.	N.Y.	T.H. = Territory
Conn.	Md.	Ohio	of Hawaii
D.C.	Mich.	Okla.	Utah
Del.	Minn.	Ore.	Vt.
Fla.	Miss.	Pa.	Va.
Ga.	Mo.	P.I. = Philippine	Wash.
Idaho	Mont.	Islands	Wis.
Ill.	N.C.	P.R. = Porto Rico	W.Va.
Ind.	N.D.	R.I.	Wyo.

107. In technical matter (footnote references, bibliographies, etc.), "Company" and "Brothers," and the word "and" (& — "short and" or "ampersand"), in names of commercial firms:

The Macmillan Co., Macmillan & Co., Harper Bros.; Chicago, Milwaukee & St. Paul Railroad.

In text-matter, not of a technical character, "Company" and "Brothers" may, however, be spelled out:

"Harper Brothers have recently published . . . ."; "The Century Company announces . . . ."; "The extraordinary story of the South Sea Company."

And when the name of a commercial concern does not consist of proper names, the "and" should be spelled out:

American Steel and Wire Co.

108. "Saint" or "Saints" before a name:

St. Louis, St. Peter's Church, SS. Peter and Paul.

"St." should, however, be omitted in connection with names of apostles, evangelists, church fathers: Luke, Paul, Augustine; not: St. Luke, St. Paul, etc.

109. In references to Scripture passages (134, 173), the books of the Bible and of the Apocrypha, the Apocalyptic, and versions of the Bible:

OLD TESTAMENT

Gen.	I and II Chron.	Isa.	Jonah
Exod.	Ezra	Jer.	Mic.
Lev.	Neh.	Lam.	Nah.
Num.	Esther	Ezek.	Hab.
Deut.	Job	Dan.	Zeph.
Josh.	Ps. (Pss.)	Hos.	Hag.
Judg.	Prov.	Joel	Zech.
Ruth	Eccles.	Amos	Mal.
I and II Sam.	Song of Sol. (or	Obad.	
I and II Kings	Cant.)		

NEW TESTAMENT

Matt.	Gal.	Philem.
Mark	Eph.	Heb.
Luke	Phil.	Jas.
John	Col.	I and II Pet.
Acts	I and II Thess.	I, II, and III John
Rom.	I and II Tim.	Jude
I and II Cor.	Titus	Rev.

APOCRYPHA (APOC.)

I and II Esd.	Wisd. of Sol.	Sus.
Tob. = Tobit	Ecclus.	Bel and Dragon
Jth. = Judith	Bar.	Pr. of Man.
Rest of Esther	Song of Three Children	I, II, III, and IV Macc.

APOCALYPTIC

En.	Asmp. M.	Ps. Sol.	Bk. Jub.
Sib. Or.	Apoc. Bar.	XII P.	Asc. Isa.

VERSIONS OF THE BIBLE COMMONLY REFERRED TO

A.V. = Authorized Version.
R.V. = Revised Version.
R.V.m. = Revised Version, margin.
A.R.V. = American Standard Revised Version.
A.R.V.m. = American Standard Revised Version, margin.
E.R.V. = English Revised Version.
E.R.V.m. = English Revised Version, margin.
E.V. = English Version(s) of the Bible.
Vulg. = Vulgate.
LXX = Septuagint.

110. In parenthetical literary references, in footnotes, and in matter of a bibliographical character, "volume," "number," "psalm," "division," "chapter," "article," "section," "page," "column," "verse," "line," "note," "figure," followed by their number (see 37, 96, and 237); and the word "following" after the number to denote continuance:

Vol. I (plural, Vols.), No. 1 (Nos.), Ps. 20 (Pss.), Div. III, chap. ii (chaps.), art. iii (arts.), sec. 4 (secs.), p. 5 (pp.), col. 6 (cols.), vs. 7 (vss.), l. 8 (ll.), n. 9 (nn.), Fig. 7 (Figs.); pp. 5–7 (=pages 5 to 7 inclusive), pp. 5 f. (=page 5 and the following page), pp. 5 ff. (=page 5 and the following pages); ed(d).(=edition[s]).

111. The common designations of weights and measures in the metric system, as well as the symbols of measurement in common use, when following a numeral:

1 m., 2 dm., 3 cm., 4 mm.; c.m. (=cubic meter), c.d., c.c., c.mm.; sq. mi. (=square mile); gm. (=gram); gr. (=grain); h. (=hour), min. (=minute), sec. (=second); lb. (=pound), oz. (=ounce); yd., ft., in.; kg. (=kilogram), kw. (=kilowatt); mg. (=milligram); mag. (=magnitude), A (=angstrom units), h.p. (=horse-power), C. (=Centigrade), F. (=Fahrenheit), etc. (See 123.)

The following is a list of the standard abbreviations for technical values, recommended by the American Institute of Electrical Engineers:

alternating current	a-c. (when used as a compound adjective; otherwise spell out)
brake horse-power	b.h.p.
boiler horse-power	boiler h.p.
British thermal units	B.t.u.
candle-power	c-p.
centimeters	cm.
circular mils	cir. mils
counter electromotive force	counter e.m.f.
cubic	cu.
direct current	d-c. (when used as a compound adjective; otherwise spell out)
electric horse-power	e.h.p.
electromotive force	e.m.f.
feet	ft.
foot-pounds	ft-lb.
gallons	gal.
grains	gr.
grams	g. or gm.
gram-calories	g-cal.
hours	hr.
inches	in.
indicated horse-power	i.h.p.
kilograms	kg.
kilogram-meters	kg-m.
kilogram-calories	kg-cal.
kilometers	km.
kilowatts	kw.
kilowatt-hours	kw-hr.
magnetomotive force	m.m.f.
miles per hour (second)	m.p.hr. (sec.)
millimeters	mm.
milligrams	mg.
minutes	min.
meters	m.
meter-kilograms	m-kg.

pounds	lb.
revolutions per minute	rev. per min., or r.p.m.
seconds	sec.
square	sq.
square-root-of-mean-square	effective, or r.m.s.
kilovolts	kv.
kilovolt-amperes	kv-a.
watt-hours	watt-hr.
watts per candle-power	watts per c-p.
yards	yd.

NOTE.—In the case of hyphenated abbreviations, the first element of the compound does *not* take a period.

GENERAL RULES—

112. In extracts from modern authors whose spelling and punctuation differ but slightly from ours, and where such variations do not affect the meaning, use office style. In citations from Old English works, and in cases where it appears to be essential to the writer's plan or the requirements of the context to give a faithful rendering, follow the original copy. Titles should always be accurately quoted.

113. Form the possessive of proper names ending in *s* or another sibilant, if monosyllabic, by adding an apostrophe and *s;* if of more than one syllable, by adding an apostrophe only, except names ending in *-ce* (see 165):

King James's Version, Burns's poems, Marx's theories; Moses' law, Jesus' birth, Demosthenes' orations, Berlioz' compositions; Horace's odes.

But in the case of proper names ending in a silent sibilant the possessive is formed by the addition

of the apostrophe and *s*, whether the word is monosyllabic or not:

Charlevoix's discoveries, Des Moines's population.

114. Before sounded *h*, long *u* (or *eu*), and the words "one," "once," use "a" as the form of the indefinite article:

a hotel, a harmonic rendition, a historical work, a union, a euphonious word, such a one.

115. The ligatures *æ* and *œ* are not used at the present day, either in Latin and Greek words, or in words adopted into English from these languages. In English these words are written either with *ae*, *oe*, separately, or with *e* alone. The ligature is retained, however, in Old English and in French:

aetas; *Oedipus Tyrannus;* aesthetic; (but: œuvre, French); but: maneuver; Ælfred (Alfred in English).

116. Differentiate "farther" and "further" by using the former in the sense of "more remote," "at a greater distance"; the latter in the sense of "moreover," "in addition":

the farther end; he went still farther; further, he suggested; a further reason.

117. In forms of address (vocative) use the "O" without a comma following; for an exclamation use "Oh," followed by a comma or an exclamation point (see 40):

"O thou most mighty ruler!" "Oh, why did not Cerberus drag me back to hell?"

118. The following participles retain the final *e* in the primary word:

agreeing	hieing	singeing
dyeing	hoeing	tingeing
eyeing	shoeing	vieing

The following participles illustrate those that omit the *e* before the terminal:

abridging	encouraging	judging
acknowledging	filing	mistaking
aging	firing	moving
arguing	glazing	organizing
awing	gluing	owing
biting	grudging	trudging
bluing	icing	truing
changing	issuing	

119. Spell:

abridgment	aye	clamor	dulness
accouter	backward	clinch	dwelt
acknowledgment	bark (vessel)	clue	embitter
adz	barreled	coeval	emir
aegis	bazaar	color	employee
Aeolian	Beduin	controller	encyclopedic
aeroplane	behavior	cotillion	endeavor
aesthetic	biased	councilor	enfold
afterward	blessed	counselor	engulf
almanac	bowlder	cozy	enroll
ambassador	burned	cue	ensnare
amid	caesura	defense	envelope (n.)
among	caliber	demarcation	enwrapped
anemia	canceled	demeanor	equaled
appareled	candor	descendant (n.)	Eskimo
appendixes (of book)	cannoneer	diarrhea	esophagus
arbor	canyon	dieresis	exhibitor
archaeology	carcass	disheveled	fantasy
ardor	caroled	disk	favor
armor	castor (roller)	dispatch	fetish
ascendancy	caviler	distil	fetus
ascendent	center	downward	fiber
Athenaeum	check	draft	flavor
ax	chiseled	drought	fluorid
	chock-full	dueler	focused

forward
fulfil (fulfilled)
fulness
gaiety
Galilean
gild (to cover with gold)
gipsy
glamor
glycerin
goodbye
graveled
gray
Graeco-Roman
gruesome
guarantee (v.)
guaranty (n.)
guild (an organization)
hamartiology
harbor
hematoxylin
hemorrhage
Hindu
honor
imbed
impaneled
imperiled
incase
inclose
incrust
incumbrance
indexes (of book)
indices (mathematical only)
indorse
ingraft
instal (installed)
instil (instilled)
insure
intrench
intrust
inward
jeweled
Judea
judgment
katabolism
kidnaper (but (kidnapped)
Koran
labeled
labor
lacquer
leukocyte
leveled
libeled
liter
loath
lodgment
Lukan
maneuver
Markan
marshaled
marvelous
meager
medieval
meter
miter
modeled
Mohammedan
mold
molt
moneyed
moneys
movable
mustache
nearby (adj.)
neighbor
niter
odor
offense
one's self
outward
oxid
paean
paleography
paleontology
Paleozoic
paneled
paraffin
parceled
parole
parquet
partisan
peddler
penciled
Phoenix
pigmy
plow
practice (n. and v.)
pretense
primeval
program
quarreled
quartet
raveled
reconnoiter
refill
reinforce
rencounter
reverie
rhyme
rigor
rivaled
riveted
ruble
rumor
saber
salable
Savior
savor
scepter
sepulcher
skepticism
skilful
smolder
specter
staunch
steadfast
subtle
succor
sumac
syrup
taboo
talc
technique[1]
theater
thraldom
thrash
timbre (of music)
today
tormentor
toward
trammeled
tranquilize
tranquillity
traveler
trousers
truncated
upward
vapor
vendor
vigor
whiskey
wilful
woeful
woolen
worshiper

NOTE.—Make one word of "anyone," "everyone," "today," "tomorrow," "tonight," "cannot" (see 204). Distinguish between "sometimes" and "some time(s)," "someone" and "some one (or more) of the number." Use the form "someone else's."

[1] In medical work more generally spelled "technic."

120. Differentiate between the terminations *-ise* and *-ize* as follows:

SPELL WITH *-ise*

advertise
advise
affranchise
apprise (to inform)
arise
chastise
circumcise
comprise
compromise
demise
despise
devise
disfranchise
disguise
emprise
enfranchise
enterprise
excise
exercise
exorcise
franchise
improvise
incise
manuprise
merchandise
premise
reprise
revise
rise
supervise
surmise
surprise

SPELL WITH *-ize* (*-yze*)

aggrandize
agonize
analyze
anatomize
anglicize
apologize
apostrophize
apprize (to appraise)
authorize
autolyze
baptize
brutalize
canonize
catechize
catholicize
cauterize
centralize
characterize
Christianize
civilize
classicize
colonize
criticize
crystallize
demoralize
deputize
dogmatize
dramatize
economize
emphasize
energize
epitomize
equalize
eulogize
evangelize
extemporize
familiarize
fertilize
fossilize
fraternize
galvanize
generalize
gormandize
harmonize
hellenize
humanize
immortalize
italicize
jeopardize
legalize
liberalize
localize
magnetize
manumize
memorialize
mercerize
mesmerize
metamorphize
methodize
minimize
modernize
monopolize
moralize
nationalize
naturalize
neutralize
organize
ostracize
oxidize
paralyze
particularize
pasteurize
patronize
philosophize
plagiarize
polarize
professionalize
protestantize
pulverize
realize
recognize
reorganize
revolutionize
satirize
scandalize
scrutinize
signalize
solemnize
soliloquize
specialize
spiritualize
standardize
stigmatize
subsidize
summarize
syllogize
symbolize
sympathize
tantalize
temporize
tranquilize
tyrannize
utilize
vaporize
visualize
vitalize
vocalize
vulcanize
vulgarize

PUNCTUATION

121. All punctuation marks should be printed in the same style or font of type as the word, letter, or character immediately preceding them:

"With the cry of *Banzai!* the regiment stormed the hill"; Luke 4:16*a;* paragraph 2 (*a*); *Botanical Gazette* 20:144.

PERIOD—

122. A period is used to indicate the end of a declarative sentence (see 125).

123. *a*) Put a period after abbreviations:

Macmillan & Co., Mr. Smith, St. Paul, No. 1, Chas. (see 93), *ibid.*, *s.v.*, 10 mm., 1201 E. Main St., T. 3 N., R. 69 W., Sec. 11, middle of S. line.

b) *Do not* use a period after contractions—cases where a mechanical necessity compels the omission of a letter or letters in the middle of a word for which there is no recognized abbreviated form; such omission is indicated by an apostrophe:

m'f'g pl't (=manufacturing plant); 't isn't.

c) Treat the metric symbols as abbreviations, but not the chemical symbols, nor the phrase "per cent," nor the format of books:

O, Fe; 2 per cent (see 94); 4to, 8vo.

NOTE.—With respect to symbols for measures the following exceptions should be noted: *Astrophysical Journal*, 12 mm (with thin space and no period) (but: $2^{h}3^{m}4^{s}$); *Botanical Gazette*, 12 mm., 125 ft., 9 cc. (on line, with period).

But *do not* use a period, in technical matter, after the recognized abbreviations for linguistic epochs, or for titles of well-known publications of which the initials only are given, nor after MS (= manuscript), nor after Mme and Mlle in French (see 92):

IE (= Indo-European), OE (= Old English), MHG (= Middle High German); *AJSL* (= *American Journal of Semitic Languages and Literatures*), *ZAW* (= *Zeitschrift für alttestamentliche Wissenschaft*), *CIL* (= *Corpus Inscriptionum Latinorum*).

124. Use no period after Roman numerals, even if having the value of ordinals:

Vol. IV; Louis XVI was on the throne.

125. Omit the period after running-heads (for explanation of this and the following terms see 279–83); after centered headlines; after side-heads set in separate lines; after cut in heads; after box-heads in tables; and after superscriptions and legends which do not form a complete sentence (with subject and predicate), or which do not make more than a single line of type; after date lines at top of communications, and after signatures (see 50).

126. The period is always placed inside the quotation marks; and inside the parentheses when the matter inclosed is an independent sentence and forms no part of the preceding sentence; otherwise outside:

Tennyson's "In Memoriam." Put the period inside the quotation marks. (This is a rule without exception.) When the parentheses form part of the preceding sentence, put the period outside (as, for instance, here).

EXCLAMATION POINT—

127. The exclamation point is used to mark an outcry, or an emphatic or ironical utterance:

"Long live the king!" "Heaven forbid!" "Good!" he cried; "How funny this seems!" "This must not be!" The subject of his lecture was "The Thisness of the That"! The speaker went on: "Nobody should leave his home tomorrow without a marked ballot in their (!) pocket."

128. The exclamation point is placed inside the quotation marks or parentheses when part of the quotation or parenthetical matter; otherwise outside.

See illustrations in 127.

INTERROGATION POINT—

129. The interrogation point is used to mark a query, or to express a doubt:

"Who is this?" The prisoner gave his name as Roger Crowninshield, the son of an English baronet (?). Can the Bible be applied to children? is a question involved.

Indirect questions, however, should not be followed by an interrogation point:

She asked whether he was ill.

A technically interrogative sentence disguised as a question out of courtesy but actually embodying a request—does not need the interrogation point:

Will you kindly sign and return the inclosed card.

130. The interrogation point should be placed inside the quotation marks or parentheses only when it is a part of the quotation or parenthetical matter:

"Take hold, my son, of the toughest knots in life and try to untie them; try to be worthy of man's highest estate; have high, noble, manly honor. There is but one test of everything, and that is, Is it right?" (Henry A. Wise).

The question: "Who is who, and what is what?" Were you ever in "Tsintsinnati"?

COLON—

131. The colon is used to "mark a discontinuity of grammatical construction greater than that indicated by the semicolon and less than that indicated by the period. It is commonly used (1) to emphasize a close connection in thought between two clauses each of which forms a complete sentence, and which might with grammatical propriety be separated by a period; (2) to separate a clause which is grammatically complete from a second which contains an illustration or amplification of its meaning; (3) to introduce a formal statement, an extract, a speech in a dialogue, etc." (*Century Dictionary*) (unless this is preceded by a conjunction, like "that," immediately connecting it with what goes before). Before the quotation of a clause in the middle of a sentence use a comma:

(1) "This argument undeniably contains some force: Thus it is well known that . . . ." "The secretion of the gland

goes on uninterruptedly: this may account for the condition of the organ." "The fear of death is universal: even the lowest animals instinctively shrink from annihilation." (2) "Most countries have a national flower: France the lily, England the rose, etc." "Lambert pine: the gigantic sugar pine of California." (3) "The rule may be stated thus: . . ." "We quote from the address: . . ." "Charles: 'Where are you going?' George: 'To the mill-pond.'" But: "He stoutly maintained that 'the letter is a monstrous forgery'"; and: "Declaring, 'The letter is a monstrous forgery,' he tried to wash his hands of the whole affair."

132. The colon thus often takes the place of an implied "namely," "as follows," "for instance," or a similar phrase. Where such word or phrase is used, it should be followed by a colon if what follows consists of one or more grammatically complete clauses (see 36); otherwise by a comma (see 145):

"This is true of only two nations—the wealthiest, though not the largest, in Europe: Great Britain and France"; but: "This is true of only two nations—the wealthiest, though not the largest, in Europe—viz., Great Britain and France." "He made several absurd statements. For example: . . . ."; but: "There are several states in the Union—for instance, Kansas and Wyoming—which . . ."

133. Put a colon after the salutatory phrase at the beginning of a letter and after the introductory remark of a speaker addressing the chairman or the audience:

My dear Mr. Brown: (See 50.)
Mr. Chairman, Ladies and Gentlemen: (See 64.)

134. Put a centered (9-unit) colon between chapter and verse in Scripture passages, between hours and minutes in time indications, and between volume and page reference when such style is used:

Matt. 2:5–13; 4:30 P.M.; *Botanical Gazette* **20**:144.

135. Put a colon between the place of publication and the publisher's name in literary and bibliographical references:

Clement of Alexandria (London: Macmillan), II, 97.

136. The colon should be placed outside the quotation marks, unless a part of the quotation:

He writes under the head of "Notes and Comments": "Many a man can testify to the truth of the old adage:" etc.

SEMICOLON—

137. A semicolon is used to mark the division of a sentence somewhat more independent than that marked by a comma, or to separate complete statements the argument of which is dependent upon their remaining in the same sentence:

"Are we giving our lives to perpetuate the things that the past has created for its needs, forgetting to ask whether these things still serve today's needs; or are we thinking of living men?" "This is as important for science as it is for practice; indeed, it may be said to be the only important consideration." "It is so in war; it is so in the economic life; it cannot be otherwise in religion." "In Persia the final decision rests with the Shah, advised by his ministers; in most constitutional countries, indirectly with the people as represented in parliament; in Switzerland alone, through the referendum, directly with the electorate at large." "This, let it be remembered,

was the ground taken by Mill; for to him 'utilitarianism,' in spite of all his critics may say, did not mean the pursuit of bodily pleasure." ("For" in such cases should commonly be preceded by a semicolon.)

138. In enumerations use a semicolon between the different links, if these consist of more than a few words closely connected, and especially if individual clauses contain any punctuation mark of less value than a period, or an exclamation or interrogation point (unless inclosed in parentheses), yet are intimately joined one with the other, and all with the sentence or clause leading up to them, for instance through dependence upon a conjunction, like "that," preceding them (see 36):

"The membership of the international commission was made up as follows: France, 4; Germany, 5; Great Britain, 1 (owing to a misunderstanding, the announcement did not reach the English societies in time to secure a full quota from that country. Sir Henry Campbell, who had the matter in charge, being absent at the time, great difficulty was experienced in arousing sufficient interest to insure the sending of even a solitary delegate); Italy, 3; the United States, 7."

"The defendant, in justification of his act, pleaded that (1) he was despondent over the loss of his wife; (2) he was out of work; (3) he had had nothing to eat for two days; (4) he was under the influence of liquor." "Presidents Hadley, of Yale; Eliot, of Harvard; Butler, of Columbia; and Angell, of Michigan."

139. In Scripture references a semicolon is used to separate passages containing chapters:

Gen. 2:3, 6, 9, 14; 3:17; chap. 5; 6:15.

140. The semicolon should be placed outside the quotation marks or parentheses, unless a part of the quotation or parenthetical matter.

COMMA—

141. The comma is "used to indicate the smallest interruptions in continuity of thought or grammatical construction, the marking of which contributes to clearness" (*Century Dictionary*):

"Here, as in many other cases, what is sometimes popularly supposed to be orthodox is really a heresy, an exaggeration, a distortion, a caricature of the true doctrine of the church. The doctrine is, indeed, laid down by an authority here and there; but, speaking generally, it has no place in the standards, creeds, or confessions of the great communions; e.g., the Apostles' Creed, the Nicene Creed, the canons of the early ecumenical councils, the Westminster Confession, the Thirty-nine Articles." "Shakspere and other, lesser, poets." "The books which I have read I herewith return" (i.e., I return those [only] which I have read); but: "The books, which I have read, I herewith return" (i.e., having read them [all], I now return them). "Gossiping, women are happy"; and: "Gossiping women are happy." "Of these four, two Americans and one Englishman started"; and: "Of these, four two Americans and two Englishmen started." "The suffering, God will relieve." "Behind, her 'stage mother' stood fluttering with extra wraps." "Some boys and girls prematurely announce themselves, usually in uncomfortable, sometimes in bad, ways."

142. Use a comma to separate proper nouns belonging to different individuals or places:

"To John, Smith was always kind"; "To America, Europe awards the prize of mechanical skill."

143. Put a comma before "and," "or," and "nor" connecting the last two links in a sequence of three or more; or all the links in a series of greater length, or where each individual link consists of several words; always put a comma before "etc.":

Tom, Dick, and Harry; either copper, silver, or gold; "He was equally familiar with Homer, and Shakspere, and Molière, and Cervantes, and Goethe, and Ibsen"; "Neither France for her art, nor Germany for her army, nor England for her democracy, etc."

But *do not* use a comma where "and," etc., serves to connect all of the links in a brief and close-knit phrase:

"a man good and noble and true"; "I do not remember who wrote the stanza—whether it was Shelley or Keats or Moore."

144. Ordinarily, put a comma before and after clauses introduced by such conjunctions as "and," "but," "if," "while," "as" (meaning "since"), "whereas," "since," "because," "when," "after," "although," etc., especially if a change of subject takes place:

"When he arrived at the railway station, the train had gone, and his friend, who had come to bid him goodbye, had departed, but left no word. As the next train was not due for two hours, he decided to take a ride about the town, although it offered little of interest to the sightseer. While he regretted his failure to meet his friend, he did not go to his house."

But *do not* use a comma before clauses introduced by such conjunctions if the preceding clause is not

logically complete without them; nor before "if," "but," and "though" in brief and close-welded phrases:

"This is especially interesting because they represent the two extremes and because they present differences in their relations"; "This is good because true"; "I shall agree to this only if you accept my conditions"; "I would not if I could, and could not if I would"; "honest though poor"; "a cheap but valuable book."

145. Such conjunctions, adverbs, connective particles, or phrases as "now," "then," "however," "indeed," "therefore," "moreover," "furthermore," "nevertheless," "though," "in fact," "in short," "for instance," "that is," "of course," "on the contrary," "on the other hand," "after all," "to be sure," "for example," etc., may be followed by a comma when standing at the beginning of a sentence or clause to introduce an inference or an explanation, and may be placed between commas when wedged into the middle of a sentence or clause to mark off a distinct break in the continuity of thought or structure, indicating a summarizing of what precedes, the point of a new departure, or a modifying, restrictive, or antithetical addition, etc.:

"Indeed, this was exactly the point of the argument"; "Moreover, he did not think it feasible"; "Now, the question is this: . . . ." "Nevertheless, he consented to the scheme"; "In fact, rather the reverse is true"; "This, then, is my position: . . . ."; "The statement, therefore, cannot be verified"; "He thought, however, that he would like to

try"; "That, after all, seemed a trivial matter"; "The gentleman, of course, was wrong"; "A comma may be used between clauses of a compound sentence that are connected by a simple conjunction, though a comma is emphatically *not* used between clauses connected by a conjunctive adverb."

But *do not* use a comma with such words when the connection is logically close and structurally smooth enough not to call for any pause in reading: with "therefore," "nevertheless," etc., when directly following the verb; with "indeed" when directly preceding or following an adjective or another adverb which it qualifies; nor ordinarily with such terms as "perhaps," "also," "likewise," etc.:

"Therefore I say unto you . . . ."; "He was therefore unable to be present"; "It is nevertheless true"; "He is recovering very slowly indeed"; "He was perhaps thinking of the future"; "He was a scholar and a sportsman too."

146. A comma is preferably omitted before "rather" in such an expression as—

"The time-value is to be measured in this way rather than by the time-equivalent of the strata."

147. If among several adjectives preceding a noun the last bears a more direct relation to the noun than the others, it should not be preceded by a comma:

"the admirable political institutions of the country"; "a handsome, wealthy young man."

148. Participial clauses, especially such as contain an explanation of the main clause, should usually be set off by a comma:

"Being asleep, he did not hear him"; "Exhausted by a day's hard work, he slept like a stone."

149. Put a comma before "not" introducing an antithetical clause or phrase:

"Men addict themselves to inferior pleasures, not because they deliberately prefer them, but because they are the only ones to which they have access."

But do not use commas before such words when the thought is incomplete without the following words.

150. For parenthetical, adverbial, or appositional clauses or phrases use commas to indicate structurally disconnected, but logically integral, interpolations; dashes to indicate both structurally and logically disconnected insertions; never use the two together (see 175):

"Since, from the naturalistic point of view, mental states are the concomitants of physiological processes . . . ."; "The French, generally speaking, are a nation of artists"; "The English, highly democratic as they are, nevertheless deem the nobility fundamental to their political and social systems." "There was a time—I forget the exact date—when these conditions were changed."

151. Use a comma to separate two identical or closely similar words, even if the sense or grammatical construction does not require such separation (see 142):

"Whatever is, is good"; "What he was, is not known"; "The chief aim of academic striving ought not to be, to be most in evidence"; "This is unique only in this, that . . . ."

152. In adjectival phrases a complementary, qualifying, delimiting, or antithetical adjective added to the main epithet preceding a noun should ordinarily be preceded and followed by a comma:

"This harsh, though at the same time perfectly logical, conclusion"; "The deceased was a stern and unapproachable, yet withal sympathetic and kind-hearted, gentleman"; "Here comes in the most responsible, because it is the final, office of the teacher"; "The most sensitive, if not the most elusive, part of the training of children"; "The better a proverb is, the more trite it usually becomes."

153. Two or more co-ordinate clauses ending in a word governing or modifying another word in a following clause should be separated by commas:

". . . . a shallow body of water connected with, but well protected from, the open sea"; "He was as tall as, though much younger than, his brother"; "The cultivation in ourselves of a sensitive feeling on the subject of veracity is one of the most useful, and the enfeeblement of that feeling one of the most hurtful, things"; "This road leads away from, rather than toward, your destination."

154. Similarly, use a comma to separate two numbers: "In 1905, 347 teachers attended the convention"; November 1, 1905. (See 160.)

155. A comma is employed to indicate the omission, for brevity or convenience, of a word or words the repetition of which is not essential to the meaning: "In Illinois there are seventeen such institutions; in Ohio, twenty-two; in Indiana, thirteen"; "In Lincoln's first cabinet Seward was secretary of state; Chase, of the treasury; Cameron, of war; and Bates, attorney general."

Often, however, such constructions are smooth enough not to call for commas (and consequent semicolons): "One puppy may resemble the father, another the mother, and a third some distant ancestor."

156. A direct quotation, maxim, or similar expression, when brief, should be separated from the preceding part of the sentence by a comma (see 131):

"God said, Let there be light."

157. Use a comma before "of" in connection with residence or position:

Mr. and Mrs. McIntyre, of Detroit, Mich.; President Hadley, of Yale University.

Exceptions are those cases, historical and political, in which the place-name practically has become a part of the person's name, or is so closely connected with this as to render the separation artificial or illogical:

Clement of Alexandria, Philip of Anjou, King Edward of England.

158. In literary references insert a comma between consecutive numbers to represent a break in the continuity, a separate reference to each; an en dash, to represent one continuous reference between the consecutive numbers:

pp. 4, 7–8, 10; Ezra 5:7–8; IV, 123–30.

159. Put a comma after digits indicating thousands, except in a date or in a page-reference and not between the constituents of dimensions, weights, and measures:

1,276, 10,419; 2200 B.C.; p. 2461; 3 feet 6 inches; 4 lb. 2 oz.; 2 hr. 4 min.

NOTE.—*Astrophysical Journal* and *Botanical Gazette* do not use a comma with four figures.

160. Separate month and year and similar time divisions by a comma:

November, 1905; New Year's Day, 1906.

NOTE.—*Astrophysical Journal* and *Botanical Gazette* do not use a comma between month and year.

161. Omit the comma, in signatures and at the beginning of articles, after author's name followed by address, title, or position in a separate line, or after address followed by a date line, etc. (see 65).

162. The comma is always placed inside the quotation marks, but following the parenthesis, if the context requires it at all.

APOSTROPHE—

163. An apostrophe is used to mark the omission of a letter or letters in the contraction of a word, or of figures in a number. In the case of contractions containing a verb and the negative, *do not* use space between the two components of the contraction:

it's, ne'er, 'twas, "takin' me 'at"; m'f'g; the class of '96; don't, haven't. (See 123.)

164. The possessive case of nouns, common and proper, is formed by the addition of an apostrophe, or apostrophe and *s* (see 113):

a man's word, horses' tails; Scott's *Ivanhoe*, Jones's farms, Themistocles' era; for appearance' sake.

165. The plural of numerals, and of rare or artificial noun-coinages, is formed by the aid of an apostrophe and *s*; of proper nouns of more than one syllable ending

in a sibilant, by adding an apostrophe alone (monosyllabic proper names ending in a sibilant add *es;* others, *s*) (see 101):

in the 1900's; in two's and three's, the three R's, the Y.M.C.A.'s; "these I-just do as-I-please's"; "all the Tommy Atkins' of England" (but: the Rosses and the Macdougals); the Pericles' and Socrates' of literature.

QUOTATION MARKS. (See section on "Quotations," 74–91.)

DASHES—

166. An em dash is used to denote "a sudden break, stop, or transition in a sentence, or an abrupt change in its construction, a long or significant pause, or an unexpected or epigrammatic turn of sentiment" (John Wilson):

"Do we—*can we*—send out educated boys and girls from the high school at eighteen?" "The Platonic world of the static, and the Hegelian world of process—how great the contrast!" "'Process'—that is the magic word of the modern period"; "To be or not to be—that is the question"; "Christianity found in the Roman Empire a civic life which was implicated by a thousand roots with pagan faith and cultus—a state which offered little."

167 Use dashes (rarely parentheses—see 177) for parenthetical clauses which are both logically and structurally independent interpolations (see 150):

"This may be said to be—but, never mind, we will pass over that"; "There came a time—let us say, for convenience, with Herodotus and Thucydides when this attention to actions

was conscious and deliberate"; "If it be asked—and in saying this I but epitomize my whole contention—why the Mohammedan religion . . . ."

168. A clause added to lend emphasis to, or to explain or expand, a word or phrase occurring in the main clause, which word or phrase is then repeated, should be introduced by a dash:

"To him they are more important as the sources for history—the history of events and ideas"; "Here we are face to face with a new and difficult problem—new and difficult, that is, in the sense that . . . ."

169. Wherever a "namely" is implied before a parenthetical or complementary clause, a dash should preferably be used (see 132):

"These discoveries—gunpowder, printing-press, compass, and telescope—were the weapons before which the old science trembled"; "But here we are trenching upon another division of our field—the interpretation of New Testament books."

170. In sentences broken up into clauses, the final—summarizing—clause should be preceded by a dash:

"Amos, with the idea that Jehovah is an upright judge . . . ; Hosea, whose Master hated injustice and falsehood . . . ; Isaiah, whose Lord would have mercy only on those who relieved the widow and the fatherless—these were the spokesmen . . . "

171. A word or phrase set in a separate line and succeeded by paragraphs, at the beginning of each of which it is implied, should be followed by a dash:

"I recommend—
"1. That we kill him.
"2. That we flay him."

172. A dash may be used in connection with side-heads, whether "run in" or paragraphed:

2. *The language of the New Testament.*—The lexicons of Grimm-Thayer, Cremer, and others . . . .

NOTE.—The above has been taken from . . . .

Biblical criticism in other denominations—

A most interesting article appeared in the *Expository Times* . . . .

173. Use a dash in place of the word "to" connecting two words or numbers (see **158**):

May–July, 1906 (en dash); May 1, 1905—November 1, 1906 (em dash); pp. 3–7 (en dash); Luke 3:6—5:2 (em dash).

But if the word "from" precedes the first word or number, *do not* use the dash instead of "to":

From May 1 to July 1, 1906.

In connecting consecutive numbers omit hundreds from the second number—i.e., use only two figures—unless the first number ends in two ciphers, in which case repeat; if the next to the last figure in the first number is a cipher, do not repeat this in the second number; but in citing dates B.C. always repeat the hundreds (because representing a diminution, not an increase) (see **158**):

1880–95, pp. 113–16; 1900–1906, pp. 102–7; 387–324 B.C.

NOTE.—The *Astrophysical Journal* and *Botanical Gazette* repeat the hundreds: 1880–1895, pp. 113–116.

174. Let a dash precede the reference (author, title of work, or both) following a direct quotation, consisting of at least one complete sentence, in footnotes or cited independently in the text (see 85):

[1] "I felt an emotion of the moral sublime at beholding such an instance of civic heroism."—*Thirty Years*, I, 379.

The green grass is growing,
The morning wind is in it,
'Tis a tune worth the knowing
Though it change every minute.
—Emerson, "To Ellen, at the South."

175. A dash should not ordinarily be used in connection with any other point, except a period:

"DEAR SIR: I have the honor . . . ."; not: "DEAR SIR:—I have . . . ."; "This—I say it with regret—was not done"; not: "This,—I say it with regret,—was . . . ."

But in a sentence where a comma would be necessary if the parenthetical clause set off by dashes did not exist, the comma may be retained before the first dash:

Darwin, the promulgator of the theory,—though by no means its only supporter—is regarded today, etc.

And when the parenthetical clause set off by dashes itself requires an interrogation or exclamation point, such punctuation may be retained in connection with the second dash:

Senator Blank—shall we call him statesman or politician?—introduced the bill; If the ship should sink—which God forbid!—he will be a ruined man.

PARENTHESES—

176. Place between parentheses figures or letters used to mark divisions in enumerations run into the text:

"The reasons for his resignation were three: (1) advanced age, (2) failing health, (3) a desire to travel."

If such divisions are paragraphed, a single parenthesis is ordinarily used in connection with a lower-case (italic) letter; a period, with figures and capital (roman) letters. In syllabi, and matter of a similar character, the following scheme of notation and indention should ordinarily be adhered to:

A. Under the head of . . . .
I. Under . . . .
1. Under . . . .
a) Under . . . .
(1) Under . . . .
(*a*) Under . . . .
i) Under . . .
ii) Under . . . .
(*b*) Under . . .
(2) Under . . . .
b) Under . . . .
2. Under . . . .
II. Under . . . .
B. Under the head of . . . .

177. Parentheses should not ordinarily be used for parenthetical clauses (see 150 and 167) unless confusion might arise from the use of less distinctive marks, or

unless the content of the clause is wholly irrelevant to the main argument:

"He meant—I take this to be the (somewhat obscure) sense of his speech—that . . . ."; "The period thus inaugurated (of which I shall speak at greater length in the next chapter) was characterized by . . . ."; "The contention has been made (*op. cit.*) that . . . ."

BRACKETS—

178. Brackets are used (1) to inclose an explanation or note, (2) to indicate an interpolation in a quotation, (3) to rectify a mistake, (4) to supply an omission, and (5) for parentheses within parentheses.

(1) [This was written before the publication of Spencer's book.—EDITOR.]

(2) "These [the free-silver Democrats] asserted that the present artificial ratio can be maintained indefinitely."

(3) "As the Italian [Englishman] Dante Gabriel Ros-[s]etti has said. . . . ."

(4) *John Ruskin.* By Henry Carpenter. ["English Men of Letters," III.] London: Black, 1900.

(5) Grote, the great historian of Greece (see his *History*, I, 204 [second edition]), ...

179. Such phrases as "*To be continued*" at the end, and "*Continued from . . . .*" at the beginning, of articles, chapters, etc., should be placed between brackets, centered, and set in italics (see 73) and in type reduced in size in accordance with the rule governing reductions (see 86):

[*Continued from p. 320*]

[*To be concluded*]

ELLIPSES -

180. Ellipses are used to indicate the omission, from a quotation, of one or more words not essential to the idea which it is desired to convey, and also to indicate illegible words, mutilations, and other lacunae in a document, manuscript, or other material which is quoted. For an ellipsis at the beginning, in the middle, or at the end of a sentence four periods, separated by a space (en quad), should ordinarily be used, except in very narrow measures (in French three only, with no space between). If the preceding line ends in a point, this should not be included in the four. Where a whole paragraph, or paragraphs, or, in poetry, a complete line, or lines, are omitted, insert a full line of periods, separated by em- or 2-em quads, according to the length of the line. But the periods should not extend beyond the length of the longest type-line:

The point . . . . is that the same forces . . . . are still the undercurrents of every human life. . . . . We may never unravel the methods of the physical forces; . . . . . but . . . .

I think it worth giving you these details, because it is a vague thing, though a perfectly true thing, to say that it was by his genius that Alexander conquered the eastern world.

. . . . . .

His army, you know, was a small one. To carry a vast number of men . . . .

"Aux armes! ... aux armes! ... les Prussiens!"

"Je n'écris que ce que j'ai vu, entendu, senti ou éprouvé moi-même ... j'ai déja publié quelques petits ouvrages ..."

181. An ellipsis should be treated as a part of the citation; consequently should be inclosed in the quotation marks (see 178 [3]).

HYPHENS—

182. A hyphen is placed at the end of a line terminating with a syllable of a word, the remainder of which is carried to the next line (see section on "Divisions") and between many compound words. The modern tendency is against the hyphen, and in favor of writing as one two words which, when united, convey but one idea:

schoolroom, workshop, headquarters.

Thus far, however, this practice can be spoken of only as a *tendency*, and there are many compound words which are better hyphenated than consolidated. The following rules are designed to cover such cases, but it must be remembered that they are *not* to be applied in all cases, and that a certain degree of judgment must be exercised in their use.

183. Hyphenate two or more words (except proper names forming a unity in themselves) combined into one adjective preceding a noun, or when the noun is understood:

so-called Croesus, well-known author, first-class investment, better-trained teachers, high-school course, half-dead horse, never-ceasing strife, much-mooted question, joint-stock company, English-speaking peoples, nineteenth-century progress, white-rat serum, up-to-date machinery, four-year-old boy,

house-to-house canvass, go as-you-please fashion, deceased-wife's-sister bill; the feeble-minded (person); but: New Testament times, Old English spelling, an a priori argument.

Where one of the components contains more than one word, an en dash should be used in place of a hyphen:

New York–Chicago freight traffic, Norwegian–German-Jewish immigrant.

But *do not* connect by a hyphen adjectives or participles with adverbs ending in "-ly"; nor such combinations as the foregoing when following the noun, or qualifying a predicate:

highly developed species; a man well known in the neighborhood, the fly-leaf, so called; "Her gown and carriage were strictly up to date."

184. Hyphenate, as a rule, nouns formed by the combination of two nouns standing in objective relation to each other—that is, one of whose components is derived from a transitive verb:

mind-reader, story teller, fool killer, office-holder, well-wisher, property-owner; hero worship, wood-turning, clay modeling, curriculum-making.

Exceptions are common and brief compounds, unwieldy formations, or compounds with a special meaning:

lawgiver, taxpayer, proofreader, bookkeeper, stockholder, freehand, schoolboy, schoolgirl (but: school man, to distinguish from the Schoolmen of the Middle Ages); encyclopedia compiler; waterproof, concussionproof.

185. A present participle united (1) with a noun to form a new noun with a meaning different from that which would be conveyed by the two words taken separately, (2) with a preposition used absolutely (i.e., not governing a following noun), to form a noun, may properly take a hyphen:

boarding house, dining hall, sleeping-car, writing-desk, printing-office, walking-stick, starting-point, stepping-stone, stumbling-block (but meeting place); lean-to.

186. As a general rule, compounds of "book," "house," "mill," "room," "shop," and "work" should be printed as one compact word, without a hyphen, when the prefixed noun contains only one syllable, should be hyphenated when it contains two, and should be printed as two separate words when it contains three or more:

handbook, schoolbook, notebook, textbook; pocket-book, story-book; reference book.
boathouse, clubhouse, schoolhouse, storehouse; engine-house, power-house; business house.
cornmill, handmill, sawmill, windmill; water-mill, paper-mill; chocolate mill.
bedroom, classroom, schoolroom, storeroom; lecture-room; recitation room; but: drawing-room (sitting-room); drawing room (for lessons).
tinshop, workshop; bucket-shop, tailor-shop; policy shop; handwork, woodwork; metal-work; filigree work.

Exceptions are rare combinations, and such as for appearance' sake would better be separated:

wheat-mill, school work, home work, class work, book work, team work, source book.

187. Compounds of "maker," "dealer," and other words denoting occupation should ordinarily be hyphenated; likewise nouns combined in an adjectival sense before a proper noun:

harness-maker, book-dealer, job-printer (see 184); a soldier-statesman, the poet-artist Rossetti. (Exceptions are a few short words of everyday occurrence: bookmaker, dressmaker, shopgirl.)

188. Compounds of "store" should be hyphenated when the prefix contains only one syllable; otherwise not:

drug-store, feed-store (but: bookstore); grocery store, dry-goods store.

189. Compounds of "fellow" are hyphenated when forming the first element of the compound:

fellow-man, fellow-beings; but: playfellow; "Mr. Good-fellow"; politics makes strange bedfellows.

190. Compounds of "father," "mother," "brother," "sister," "daughter," "parent," and "foster" should be hyphenated when forming the first element of the compound:

father-love (but: fatherland), mother-tongue, brother-officer, sister-nation, foster-son, daughter-cells, parent-word.

191. Compounds of "great," indicating the fourth degree in a direct line of descent, call for a hyphen:

great-grandfather, great-grandson.

192. Compounds of "life" and "world" require a hyphen:

life-history, life-principle (but: lifetimer, world-power, world-problem.

193. Compounds of "-skin" with words of one syllable are to be printed as one word; with words of more than one, as two separate words:

calfskin, sheepskin; alligator skin.

194. Compounds of "master" should be hyphenated:

master-builder, master-stroke (exception: masterpiece).

195. Compounds of "god," when this word forms the second element of the compound, should be hyphenated:

sun-god, rain-god (but: godsend, godson).

196. "Half," "quarter," etc., combined with a noun should be followed by a hyphen:

half-truth, half-tone, half-year, half-title, quarter-mile; but not the adverb "halfway."

197. "Semi-," "demi-," "bi-," "tri-," etc., do not ordinarily demand a hyphen, unless followed by *i*, *w*, or *y*:

semiannual, demigod, bipartisan, bichromate, bimetallist, trimonthly, tricolor, trifoliate, semi-incandescent, bi-weekly, tri-yearly.

Exceptions are long or unusual formations:

semi-barbarous, semi-translucent.

198. Compounds of "self," when this word forms the first element of the compound, are hyphenated:

self-evident, self-respect.

199. Combinations with "fold" are to be printed as one word if the number contains only one syllable; if it contains more, as two:

twofold, tenfold; fifteen fold, a hundred fold.

200. Adjectives formed by the suffixation of "like" to a noun are usually printed as one word if the noun contains only one syllable (except when ending in *l*); if it contains more (or is a proper noun), they should be hyphenated:

childlike, homelike, warlike, godlike; eel-like, bell-like; woman like business-like; American-like (but: Christlike).

201. "Vice," "ex-," "elect," and "general," constituting parts of titles, should be connected with the chief noun by a hyphen:

Vice-Consul Taylor, ex-President Cleveland, the governor-elect, the postmaster-general. (But do not hyphenate military terms such as: surgeon general, lieutenant general.)

202. Compounds of "by-," when this word forms the first element of the compound, should be hyphenated: by-product, by-laws (but: bygones).

203. The prefixes "co-," "pre-," and "re-," when followed by the same vowel as that in which they terminate, or by *w* or *y*, or by any letter that forms a diphthong with the last letter of the prefix, except in very common words, take a hyphen; but, as a rule, they do not when followed by a different vowel or by a consonant, except to avoid mispronunciation:

co-operation, pre-empted, re-enter, co-worker, re-yield; but: coequal, coeducation, prearranged, reinstal; cohabitation, prehistoric, recast (but: re-use, re-read, co-author).

NOTE.—The *Botanical Gazette* prints: cooperate, reenter, etc.

Exceptions are combinations with proper names, long or unusual formations, and words in which the

omission of the hyphen would convey a meaning different from that intended (cf. 9, 19, 208):

pre-Raphaelite, re-democratize, re-pulverization; re-cover (= cover again), re-creation, re-formation (as distinguished from reformation).

204. Omit the hyphen from "today," "tomorrow," "tonight," "viewpoint," "standpoint." (See 119, note.)

205. The negative particles "un-," "in-," "il-," "im-," and "a-" do not usually require a hyphen:

unmanly, undemocratic, inanimate, indeterminate, illimitable, impersonal, asymmetrical.

Exceptions would be rare and artificial combinations. The particle "non-," on the contrary, ordinarily calls for a hyphen, except in the commonest words:

non-aesthetic, non-subservient, non-contagious, non-ability, non-interference, non-evolutionary, non-membership, non-unionist; but: nonage, nondescript, nonessential, nonplus, nonsense, noncombatant.

206. "Quasi" prefixed to a noun or an adjective requires a hyphen:

quasi-corporation, quasi-historical.

207. "Over" and "under" prefixed to a word should not be followed by a hyphen, except in unusual cases:

overbold, overemphasize, overweight, underfed, underestimate, undersecretary; but: over soul, under man, over spiritualistic.

208. The Latin prepositions "ante," "infra," "inter," "intra," "post," "sub," "super," and "supra," and the Greek preposition "anti" prefixed to a

word do not ordinarily require a hyphen, unless followed by the letter with which they terminate, or, in the case of those prefixes ending in a vowel, by *-w*, by *-y*, or by a vowel which would form a diphthong in conjunction with the terminal letter:

antedate, antechamber, antediluvian, inframarginal, international, interstate, intercity, intramural, postscript, postgraduate, postprandial, subconscious, submarine, subtitle, subway, superfine, supraliminal, antidote, antiseptic (but: anti-imperialistic—cf. 203), intra-atomic, ante-war, intra-yearly, ante-urban, anti-eclectic.

Exceptions are such formations as—

ante-bellum, ante-Nicene, anti-Semitic, inter-university, post-revolutionary.

209. "Extra," "pan," and "ultra" as a rule call for a hyphen:

extra-hazardous, pan-Hellenic, ultra-conservative (but: extraordinary, Ultramontane).

210. In fractional numbers, spelled out, connect by a hyphen the numerator and the denominator, unless either already contains a hyphen:

"The year is two thirds gone"; four and five sevenths; thirty one-hundredths; but: thirty-one hundredths.

But *do not* hyphenate in such cases as—

"One half of his fortune he bequeathed to his widow; the other, to charitable institutions."

211. In the case of two or more compound words occurring together, which have one of their component elements

in common, this element is frequently omitted from all but the last word, and its implication should be indicated by a hyphen:

in English- and Spanish-speaking countries; one-, five-, and ten-cent pieces; "If the student thinks to find this character where many a literary critic is searching—in fifth- and sixth-century Europe—he must not look outside of manuscript tradition."

NOTE.—Some writers regard this hyphen as an objectionable Teutonism.

212. A hyphen is used to indicate a prefix or a suffix, as a particle or syllable, not complete in itself:

"The prefix *a-*"; "The Spanish diminutive suffixes *-ito* and *-cita*.

213. A hyphen is employed to indicate the syllables of a word:

di-a-gram, pho-tog-ra-phy.

214. Following is a list of words of everyday occurrence which should be hyphenated, and which do not fall under any of the foregoing classifications:

after-years	death-rate	mid-year	subject-matter
anti-trust	first-fruits	nature-study	thought-process
bas-relief	folk-song	object-lesson	title-page
birth-rate	good-will	page-proof	trade-mark
blood-feud	(as an entity)	pay-roll	wave-length
blood-relations	guinea-pig	poor-law	well-being
coat-of-arms	horse-power	post-office	well-nigh
cross-examine	ice-cream	sea-level	well-wisher
cross-reference	loan-word	sense-perception	wide-awake
cross-section	man-of-war	son-in-law	will-power

Otherwise *Webster's Dictionary* is standard for:

bedrock	live stock	standing room
grown-ups	sledge hammer	word formation

DIVISIONS

215. Avoid all unnecessary divisions of words. Wherever consistent with good spacing, carry the whole word over into the next line.

216. Do not, in wide measures (20 ems or more), divide on a syllable of two letters, if possible to avoid it. Never carry over a syllable of two letters. Good spacing, however, is paramount. Words of four letters—like *on-ly*—should never be divided; words of five or six—like *oc-cur*, *of-fice*, *let-ter*—rarely.

217. Never let more than two consecutive lines terminate in a hyphen, if at all avoidable. The next to the last line in a paragraph ought not to end in a divided word; and the last line (the "breakline") should, in measures of 15 ems and up, contain at least four letters. Similarly, try to avoid a divided word at the bottom of a right-hand (recto) page.

218. Do not divide proper nouns, especially names of persons, unless absolutely necessary.

219. Do not separate (i.e., put in different lines) the initials of a name, or such combinations as 1496 A.D., 6:00 P.M., £6 4*s*. 6*d*.

220. Avoid the separation of a divisional mark, e.g., (*a*) or (1), in the middle of a sentence, from the section

which it precedes; i.e., do not allow such mark to fall at the end of a line, but carry it over with the matter to which it pertains.

221. Divide according to pronunciation (the American system), not according to derivation (the English system):

democ-racy, not: demo-cracy; knowl-edge, not: know-ledge; aurif-erous, not: auri-ferous; antip-odes (still better: antipo-des—see 224), not: anti-podes.

As far as is compatible with pronunciation and good spacing, however, divide compounds on etymological lines, or according to derivation and meaning:

dis-pleasure is better than displeas-ure; school-master, than schoolmas-ter; never: passo-ver, une-ven, etc.

Never divide on a syllable with a silent vowel, such as:

possi-ble, vex-ed, enti-tled, princi-ples.

222. When two consonants meet between vowels, and the syllable ends on one consonant, the division may properly be made between the consonants, the pronunciation determining the place of division:

advan-tage, exces-sive, finan-cier, foun-da-tion, impor-tant, In-dian, moun-tain, profes-sor, struc-ture.

223. Do not terminate a line in a soft *c* or *g*, or in a *j*. Escape the division entirely, if possible; if not possible, divide:

pro-cess, not: proc-ess; ne-cessary, not: nec-essary; spa-cing, not: spac-ing (the rule being that in present parti-

ciples the *-ing* should be carried over); pro geny, not: prog-eny; pre-judice, not: prej-udice.

NOTE.—This rule differs from that followed by Webster and other dictionaries.

224. Divide on a vowel wherever practicable. In case a vowel alone forms a syllable in the middle of a word, run it into the first line:

sepa-rate, not: sep-arate; particu-lar, not: partic-ular; criti-cism, not: crit-icism.

Exceptions are words in *-able* and *-ible*, which should carry the vowel over into the next line:

read-able, not: reada-ble; convert-ible, not: converti-ble.

225. In hyphenated nouns and adjectives avoid additional hyphens:

object-lesson, not: object-les-son; fellow-being, not: fel-low-being; poverty-stricken, not: pov-erty-stricken, much less: pover-ty-stricken.

226. A coalition of two vowel-sounds into one (i.e., a diphthong) should be treated as one letter. Therefore do not divide:

peo-ple (either syllable makes a bad division), Cae-sar (cf. 218), bu-ilding.

227. In derivatives from words ending in *t*, the *t*, in divisions, should be carried into the next line with the suffix if the accent has been shifted; if the derivative has retained the accent of the parent-word, the *t* should be left in the first line:

objec-tive (from ob'ject); defect-ive (from defect'); but: respec-tively, distinc-tive.

228. The addition of a plural *s*, adding a new syllable to words ending in an *s* sound, does not create a new excuse for dividing such words:

hor-ses and circumstan-ces are impossible divisions.

229. Adjectives in *-ical* should be divided on the *i*:

physi-cal, not phys-ical nor physic-al.

230. Do not divide *nothing*.

231. The following are condensed rules for dividing words in the foreign languages most frequently met with in proofreading. While perhaps not entirely comprehensive, they will be found to cover every ordinary contingency.

FRENCH

a) The fundamental principle is to divide on a vowel as far as possible, avoiding consonantal ending of syllables:

in-di-vi-si-bi-li-té, a-che-ter; ta-bleau (not: tab-leau); ba-lancer (not: bal-ancer).

b) Two consonants of which the second is *l* or *r* (but not the combinations *rl*, *lr*), are both carried over to the following syllable:

ta-bleau, é-cri-vain, per-dre, qua-tre; par-ler, hur-ler.

c) There are as many syllables as there are vowels, even if soundless:

par-lent, vic-toi-re, pro-pri-é-tai-re, guer-re, fil-les;

but a mute *e* following a vowel does not form a syllable:

é-taient, joue-rai;

and *i*, *y*, *o*, *ou*, *u*, when preceding other vowels, are often sounded as consonants, and then do not form a syllable:

bien, é-tions, yeux, loin, fouet-ter, é-cuel-le.

GERMAN

a) The fundamental principle is to divide on a vowel as far as possible:

hü-ten, le-ben, Fa-brik.

b) If several consonants stand between vowels, usually only the last is carried over:

Rit-ter, klir-ren, Klemp-ner, Ver-wand-te, Karp-fen.

c) *sz*, *ch*, *sch*, *ph*, *st*, *th* are never separated (but see (*f*) below):

Bu-sze, Be-cher, Hä-scher (but: Häus-chen), Geo-gra-phie, La-sten, Ma-thilde.

d) If *ck* must be divided, it is separated into *k-k:*

Deckel—Dek-kel.

e) In foreign words (*Fremdwörter*), combinations of *b*, *d*, *g*, *k*, *p*, *t*, with *l* or *r* are carried over:

Pu-bli-kum, Me-trum, Hy-drant.

f) Compound words are separated first into their component elements, and within each element the foregoing rules apply:

Fürsten-schlosz, Tür-an-gel, Inter-esse.

ITALIAN

a) The fundamental principle is to divide on a vowel as far as possible:

ta-vo-lí-no, nar-rá-re.

b) *s* before a consonant, *r* following a consonant, *ch*, *gh*, *gli* (*gl*), *gn*, *qu*, *sc*, *cl*, *fl*, *gl*, *pl* are never separated:

ca-stí-ghi, a-vro, mi-glió-re, bi-só-gno, in-chió-stro, u-scire.

c) *i*=*y* and *u*=*w* go with the following vowel; *ac*, *au*, *ei*, *eu*, *oi* are not separated:

miêi, tuôi.

SPANISH

a) The fundamental principle is to divide on a vowel as far as possible:

ca-ra-co-les, re-ba-ño, fle-xi-bi-li-dad.

b) *br*, *bl*, *ch*, *cl*, *cr*, *dr*, *ll*, *pr*, *rr*, *tr*, and *ñ*, being regarded as simple consonants, follow the foregoing rule; *cc* and *nn* are divided, as in English:

mu-cha-cho, ba-ta-lla, bu-lló, ba-rre-ño, ci-ga-rro; ac-ce-so, en-no-ble-cer, in-ne-ga-ble.

c) The liquid consonants *l* and *r*, when preceded by any consonant other than *s*, must not be separated from that consonant, except in uniting parts of compound words:

ha-blar, po-dria, ce-le-bra-ci-on, si-glo; but sub-lu-nar, sub-ra-yar, es-la-bon.

d) Two separable consonants should be divided; *s* is always disjoined from a following consonant:

cuer-da, chas-co, pron-to; has-ta, as-pi-rar, cons-pi-rar.

GREEK

a) Single consonants, combinations of consonants which can begin a word, and mutes followed by μ or ν are placed at the beginning of a syllable:

ἔ-χω, ἐ-γώ, ἑ-σπέ-ρα, νέ-κταρ, ἀ-κμή, δε-σμός, μι-κρόν, πρά-γμα-τος, γε-γνώ-σκω.

Other combinations of consonants are divided:

πράσ-σω, ἐλ-πίς, ἔν-δον, ἅρ-μα-τα.

b) Compound words are divided into their original parts; subject to that the foregoing rule applies:

προσ-ά-γω, πυρ-ά-γω.

LATIN

a) A Latin word has as many syllables as it has vowels or diphthongs (*ae*, *au*, *oe*, *ei*, *eu*, *ui*).

b) When a single consonant occurs between two vowels, divide before the consonant:

Cae-sar, me-ri-di-es.

c) In the case of two or more consonants divide before the last consonant, except in the combinations: mute (*p*, *ph*, *b*, *t*, *th*, *d*, *c*, *ch*, *g*)+liquid (*l*, *r*), and *qu* or *gu:*

om-nis, scrip-tus, cunc-tus (but: pa-tris, e-quus, lin-gua).

d) Compound words are separated first into their component elements, and within each element the foregoing rules apply:

ad-est, ab-rum-po, red-e-o, trans-i-go.

FOOTNOTES

232. For reference indexes, as a rule, use superior figures. Only in special cases should asterisks, daggers, etc., be employed (see **234**); for instance, in tabular or algebraic matter, where figures would be likely to cause confusion. Index figures in the text should be placed after the punctuation marks without space, except in German, where they are placed inside:

. . . . the niceties of style which were then invading Attic prose,[1] and which made . . . .

[1] In particular the avoidance of hiatus.

$F=y^2+y^3$;*

* Schenk's equation.

When figures are not used, the sequence of indexes should be:

* ("asterisk" or "star"), † ("dagger"), ‡ ("double dagger"), § ("section mark"), ‖ ("parallels"), ¶ ("paragraph mark").

233. Where references to the same work follow each other closely and uninterruptedly, use *ibid.* instead of repeating the title. Thus *ibid.* takes the place of as much of the previous reference as is repeated:

Spencer, *Principles of Sociology*, chap. iv., p. 128.
Ibid., p. 129.
Barnes, "Charles Sumner," *Jour. of Pol. Econ.*, XXXV, 427.
Ibid., p. 435.

Ibid. should, however, not ordinarily be used for the first footnote on a verso (left-hand) page; it is

better usage either to repeat the title or, if the reference is to the whole citation, to use *loc. cit.* (the place cited) or *op. cit.* (the work cited) or *a.a.O.* (*am angezeigten Orte*) in German:

[1] Smith, *Wealth of Nations*, p. 289.
[2] *Loc. cit.* (on verso page if exactly the same place is cited), or
[3] Smith, *op. cit.*, p. 290.

However *op. cit.* is not used to repeat the title of a journal, but it may be used to refer to an author's work in a periodical and should not be used without the author's name clearly in text or footnote.

234. Footnotes to tables, whether the tables are ruled or open, should be in 6 pt., and should invariably be placed at the foot of the table and not at the foot of the page. For reference indexes in such cases use asterisks, etc., and not superior figures (see 232).

235. If the author's name is given in the text in connection with a reference to, or a quotation from, his work, it should not be repeated in the footnote:

. . . . This theory is questioned by Herbert, as follows: "I cannot admit . . ."[1]

[1] *Laws of the Ancients*, I, 153.

236. It is better to place the index figure in the text at the end of the quotation (see illustration above).

237. Ordinarily, omit "Vol.," "chap.," and "p." in parenthetical or footnote references to particular passages. Use Roman numerals (capitals) for Volume,

Book, Part, Division, except in reference to ancient classical works, when lower-case roman numerals should be used; Roman numerals (lower-case) for chapter and pages of introductory matter (Preface, etc.); and Arabic numerals for number of text and text pages. Only when confusion would be liable to arise, use "Vol.," "p.," etc., in connection with the numerals; but where the reference is to a page, unaccompanied by further details, the abbreviation "p." or "pp." must of course be used. In text matter, not parenthetical, spell out chapter, verse, page, line, note, figure, etc. In classical references use no comma between author's name and the title of his work, and no comma following the title, unless "Vol.," "p.," or some kindred symbol is used. In all references to divisions of classical or ancient works use periods in place of commas, reserving the comma to indicate a succession of pages, etc.):

[1] Miller, *French Rev.* (2d ed.; London: Abrahams, 1888), II, Part IV, iii.

[2] S. I. Curtiss, "The Place of Sacrifice among Primitive Semites," *Biblical World*, XXI (1903), 248 ff.

[3] P. 63; pp. 27–36.

[4] Cicero *De officiis* i. 133, 140.

[5] *De div. per somn.* 1, p. 463*a*.

[6] Fraser, *The Golden Bough*[5], I, 27 [superior figure within punctuation indicating number of the edition].

The same practice prescribed for classical references is frequently desired by authors with respect to English references, and may with equal propriety be followed:

[1] W. W. Greg *Pastoral Poetry and Pastoral Drama* (London 1906) 114.

238. The date of publication in a reference to a periodical should be put in parentheses immediately following the volume number:

[1] Barnes, "Lester Frank Ward," *Amer. Jour. of Sociol.*, XXV (1919), 89.

If the citation is to month, year, and page only, the date may appear in its natural order with commas:

[2] "Problems of Reconstruction," *Journal of Political Economy*, May, 1919, p. 89.

239. In work set on the linotype machine, footnotes should be renumbered consecutively through each article, in a journal, or through each chapter, in a book, to save resetting in case of change (see "Hints to Authors and Editors," note under "Footnotes," p. 122).

NOTE.—Exceptions to these rules are footnotes in the *Botanical Gazette* and the *Astrophysical Journal*, which have adopted the following styles:

Botanical Gazette—

[1] LIVINGSTON, B. E., (1) On the nature of the stimulus which causes the change in form of polymorphic green algae. BOT. GAZ. **30**:289–317. 1900.

[2] — — —, (2) The heredity of sex. Bull. Mus. Comp. Zool. **40**:187–218. 1903.

Astrophysical Journal—

[1] "Revision of Wolf's Sun-Spot Relative Numbers," *Monthly Weather Review*, **30**, 171, 1902.

[2] *Astrophysical Journal*, **10**, 333, 1899.

Botanical Gazette numbers its footnotes consecutively throughout an article; all the other journals of the University of Chicago Press number their footnotes from 1 up on each page, except in special cases.

INDEXING

240. In indexes of proper names and other similar alphabetical lists the following rules should be observed:

a) Names beginning with M', Mc, Mac, or St., Ste., whether the following letter is capitalized or not, should be listed as if the prefix were spelled Mac, Saint, Sainte, thus making it unnecessary for one who consults the index to look in several places to make sure of finding the name sought:

Machiavelli
M'Intyre, Henry
McIntyre, James
MacIntyre, Thomas
Mack, Joseph
St. Louis
Sainte Beuve
Salt Lake City

b) Compound names should be listed under the first part of the name. List the other parts of the names in their respective alphabetical positions and give a cross-reference to the first:

Campbell-Bannerman, Sir Henry
Stratton-Porter, Gene
Watts-Dunton, Theodore
Porter, Stratton, Gene. *See* Stratton-Porter

On the other hand, in the case of hyphenated names gratuitously adopted, as in the case of married women adding the maiden name to the married name, the name preceding the hyphen may be disregarded, and listing should be under

the letter of the true name, with a cross-reference under the name preceding the hyphen.

c) Names with prefixes should be listed under the part following the prefix, except (i) in English (see *b* above); (ii) in French when the prefix consists of or contains the article; (iii) in Italian and Spanish when the prefix consists simply of the article; (iv) in Dutch, the "Van," "Ten," etc., being always capitalized (see **3**, note); (v) when the prefix and the name are written as one word. Naturalized names with prefixes should be treated according to the rules for the language adopted.

Hoffman, von; Lima, de; Ponte e Horto, da; Santos Pereira Jardin, dos.
English: À Becket; De Quincey; De Morgan; D'Israeli; MacDonald; Van Buren.
French: Du Moncel; La Rochefoucauld; Le Sage; Du Pin; Du Bocage; but: Rosny, de; Bouille, de; Allard, de.
Italian and Spanish: La Lumia; La Farina; Lo Gatto; but: Farina, da; Rio, del; Torre, della.
Prefix compounded with the name: Vanderkinde, Zurlauben, Dechambre, Vanderhoeck, Delacroix.

In the case of the exceptions above noted the first letter of the prefix governs the alphabetical position of the name.

d) Names spelled with the umlaut *ä*, *ö*, *ü* should be listed as if the umlaut were spelled out *ae*, *oe*, *ue*:

Müller, A.
Mufola, C.
Muller, B.

c) Names having two parts, or names of firms, connected by "and," "&," "y" (Spanish), "et" (French), "und" (German), or "e" (Italian), should be listed according to the first letter of the name preceding the connective: Smith & Evans (under "S"); Gomez y Pineda (under "G"); Loubet et Meunier (under "L"); Duncker und Humblot (under "D"); Sandrone e Vallardi (under "S").

f) On the subject of cross-references see **62.**

g) In indexing general terms the alphabetical arrangement of subdivisions is much more useful than the numerical order of page numbers; but in so arranging such material only the first principal word should be taken, i.e., adjective, noun, verb, adverb, not the article, conjunction, or preposition:

Numbers: beginning a sentence, 73; in connected groups, how treated, 73; consecutive treatment of, 113, 119; round, treatment of, 73; use of dash in consecutive, 119.

h) Indexes are usually set in 6 or 8 pt. double column, allowing 1 pica between columns. Entries are separated by extra leads. Matter is usually set flush and hang 1 em with solid runovers.

TABULAR WORK

241. In 11-pt. and 10 pt. matter open (unruled) tables should ordinarily be set in 9 pt. leaded; ruled, in 8 pt. solid. In 9-pt. matter both open and ruled tables should be set in 8 pt. solid. In 8-pt. matter open tables should be set in 6 pt. leaded; ruled, in 6 pt. solid. In 6-pt. matter both open and ruled tables should be set in 6 pt. solid. For columns representing totals, averages, percentages, and generalizations italic and black-face figures may be used if desired to set off the various classes of results. (See Table III, p. 100.)

242. Captions for the columns of open tables and box-heads for ruled tables should ordinarily be set in 6 pt. Box-heads of open tables should be 6-pt. caps and lower case unless subheads are used, in which case caps and small caps are used for the upper head (see Table III, p. 100). In ruled tables with box-heads of several stories the upper story—primary heads—should be set in caps and small caps, except where the second story consists of figures only (see Table I, p. 98); the lower—secondary—in caps and lower case. Wherever small caps are used in box-heads, the heading for the "stub" (i.e., first column) should, as a rule, also be set in caps and small caps.

243. In ruled tables there should be at least two leads' space between the horizontal rules and the matter inclosed, and, if practicable, at least the equivalent of an en quad, of the type in which the body of the table is set, between the perpendicular rules and the matter inclosed.

244. In open tables either periods, one em apart and aligned, or leaders, may be used between the columns (see 248). In ruled tables, in the "stub," leaders should usually be employed, if there is room, except in case the stub runs over and a brace is necessary. (A *leader* is a piece of type, having dots ["period leader"] or short lines ["hyphen leader"] upon its face, used in tables, indexes, etc., to *lead* the eye across a space to the right word or number.) A period leader is used instead of a decimal point in all text as well as in tables.

245. In ruled columns of figures, to express a blank use leaders across the full width of the column. Center the figures in the column; if they cannot be put in the exact center, and there is an unequal number of digits in the groups, leave more space on the left than on the right. All decimals and dollar signs or other concrete values should be aligned.

246. When there is reading matter in the columns of a ruled table, it should be centered, if possible; if any line runs over, use hanging indention, and align all on the left.

247. Double rules should be used at the top of all tables, but perpendicularly, as a usual thing, only when a table is doubled up on itself and the stub is repeated. (See Table IV, p. 100.) In continued broadside tables, where the heading is not repeated use a single rule only. Repeat heading on each even page.

248. Tables of two columns only should be set open; of three or more, ruled, except in such a case as the table on page 99. All continuations of tables should be of the same dimensions, even if blank columns are necessary, and tables with identical headings should stand parallel.

249. "Table I," etc., in headlines of tables should ordinarily be set in caps of the type in which the body of the table is set and should not exceed the width of the table; the following (descriptive) line, if any, should be set in caps and small caps of the same type. A single descriptive headline, not preceded by the number of the table, should be set in caps of the type in which the table is set. A footnote to the table should be set in 6 pt. with a paragraph indention, and should not exceed the width of the table. But when 6-pt. and 8-pt. ruled tables are both used in the same work, use 8-pt. headings over all tables (see 234). When tables containing footnotes run over several pages, it is necessary to repeat the footnotes on each even page.

250. Specimen tables for illustration:

TABLE I

DISTRIBUTION OF STARS IN EIGHT CLUSTERS

Plate (Exp.)	Ring	Sectors				Mean
				165°	195	
N.G.C. 5024, MESSIER 53						
102 (180m)	0*		344			325
	I	385	384	362	376	370
	II	200	182	189	200	196
	III	100	92	94	106	97
	IV	44	28	34	42	38
N.G.C. 5272, MESSIER 3						
64 (5m)	0*		459			466
	I	48	56	42	60	54
	II	20	14	16	17	18
	III	8	10	12	6	8
	IV	3	10	6	6	6
65 (15m)	0		669			680
	I	168	153	137	174	177
	II	70	68	69	54	75
	III	26	22	29	20	30
	IV	6	14	16	10	15

* Radius of central area .05.

SPACES BETWEEN NINE-UNIT LEADERS

(For Eight Point)

Nine-unit leaders with one en between
With one em between
With one and one-half ems between
With two ems between

(For Nine Point)

Leaders with one en between . . . . . .
With one em between . . . . . .
With one and one-half ems between . . . . . .
With two ems between . . . . . .

No.	Thickness Feet	Thickness Inches	Total Thickness Feet	Total Thickness Inches
8. One layer of gray limestone...	4	0	2	9
7. Layer similar to one above....	2	2	6	9
6. Massive light-gray layer. No fossils noted.....	3	0	4	7
5. Shale parting.....	..	1	1	7
4. Grayish limestone.....	..	9	1	6
3. Bluish shales.....	2	3	0	9
2. Limestone, hard and fossiliferous	5	4	8	6
1. Grayish to bluish shales.....	3	2	3	2

TABLE II—*Continued*

Method	π	No. Stars
I. From variable stars.....	0″.00008	2
II. From Kapteyn's luminosity-curves:		
C.I.—0.39 to —0.20.....	.000005	17
" <—0.10.....	.000007	53
" " (Pv. mag.<15.30)....	.000009	23
" —0.10 to —0.01	.00003	33
All colors.....	.00005	495
III. From Russell's data for absolute magnitude:		
C.I. <—0.10.....	.00005	53
All colors.....	0″.00010	495
Provisionally adopted mean.....	0″.00003	

TABLE III

District	Members of Family Groups		Lodgers		Total
	Number	Percentage	Number	Percentage	
Stockyards ...	6,348	73	2,383	27	8,731
Jewish	813	79	220	21	1,033
Bohemian	1,183	95	.....	.....	.....
Polish.....	12,657	96	574	4	13,231
Italian	2,249	73	835	27	3,094

TABLE IV

	Brine*	Sea-Water†		Brine*	Sea-Water†
K.....	1.37	1.11	HCO_3.....	0.20	.....
Na.....	34.09	30.59	Cl.....	55.95	55.29
Ca.....	2.02	1.20	Br.....	0.04	0.19
Mg.....	0.55	3.73	I.....	Nil	.....
Fe			Si		
Al.....	0.01	.....	Percentage		
SO_4.....	4.88	7.69	of salin-		
CO_3.....	Nil	0.21	ity	7.29	3.30

* From Salt Creek, Salt Point Peninsula, Lake Winnipegosis. Professor M. A. Parker, analyst.

† Mean of 77 analyses by W. Dittmar.

SECOND YEAR

Electives (Two to be taken)	For
Latin . . .	5
Modern History	5
German	5
French .	5
Cooking or Sewing	10
Music and Drawing . .	
Public Speaking	5
Stenography	10

TABLE V

Mean Anomalies

Character of Stations	Mean Anomalies			
	With Regard to Sign		Without Regard to Sign	
	Hayford; Depth, 113.7 km.	Bouguer	Hayford; Depth, 113.7 km.	Bouguer
Coast stations	−0.009	+0.017	0.018	0.021
Stations near coast	− .001	+ .004	.021	.025
Stations in interior, not in mountainous regions	− .001	− .028	.019	.033
Stations in mountainous regions, below sea-level	− .003	− .107	.020	.108
Stations in mountainous regions, above sea-level	+ .001	− .110	.017	.111
All stations (except the two Seattle stations)	− .002	− .036	.019	.049
All stations	−0.003	−0.037	0.020	0.050

SYSTEMATIC VARIATION FROM HOMOGENEITY IN $\Delta\lambda'$

Region	Group	$\Delta\lambda$	$\Delta\lambda'$	$\Delta\lambda'$ Group *c*5, *d* *minus* $\Delta\lambda'$ Group *a*, *b*
4200–4300	*c*5, *d*	.159	.165	+0.001
	a, *b*	163	164	
5000–5100	*c*5, *d*	.165	.173	− .007
	a	.178	.180	
5100–5200	*d*	.155	.168	− .004
	a	.170	.172	
5200–5300	*d*	.164	.175	− .002
	a	.175	.177	
5300–5400	*d*	.177	.187	− .009
	a	.194	.196	
6300–6500	*d*	.195	.212	−0.004
	b	.212	.216	

TABLE VI

The Distribution of Each Group in English in Grades 6-2 to 12-2 Inclusive

Class Intervals	Grades 6-2	7-2	8-2	9-2	10-2	11-2
Junior High-School Group						
95–100	42	33	38	23	19	15
90– 94.99	6	17	54	40	24	23
85– 89.99	65	72	54	62	53	53
80– 84.99	54	54	44	52	71	78
75– 79.99	1	3	5	23	13	18
70– 74.99	4	.....	1	1	5	9
65– 69.99	1	2	.....	.....	9	2
60– 64.99	2	1	.....	.....	1	.....
Non-Junior High-School Group						
95–100	29	30	43	19	19	19
90– 94.99	6	10	9	32	22	13
85– 89.99	80	77	91	67	44	47
80– 84.99	58	66	51	59	83	84
75– 79.99	5	3	1	16	18	19
70– 74.99	5	.....	4	6	5	8
65– 69.99	2	7	.....	2	5	8
60– 64.99	1					

TECHNICAL TERMS

EXPLANATION OF TECHNICAL TERMS

The Point System—

251. The *point* is the underlying unit of all typographical measures.

252. The standard of measurement is the *pica*. A pica is twelve points (one-sixth of an inch).

This line is set in 12 pt. (*pica*).
This line is set in 11 pt. (*small pica*).
This line is set in 10 pt. (*long primer*).
This line is set in 9 pt. (*bourgeois*).
This line is set in 8 pt. (*brevier*).
This line is set in 7 pt. (*minion*).
This line is set in 6 pt. (*nonpareil*).
This line is set in 5 pt. (*pearl*).

The sizes larger or smaller than these are seldom used in book composition.

Styles of Type—

253. Ordinary type is called *roman*. To "roman-quote" is to put in roman type between quotation marks.

This line is set in roman.

254. Type with a sloping face is called *italic* or *italics*. Italic is indicated in manuscripts by a straight line under the word or words (see p. 133).

This line is set in italics.

255. Type with a heavy black face is called *bold face*. Bold face is indicated by a wavy line (see p. 133).

This line is set in bold face.

256. The body of a type is called the *shank*; the upper surface, bearing the character, the *face*; the part of the face projecting beyond the shank, the *kern*; the part of the shank projecting beyond the face, the *shoulder*.

257. A *font*, or complete assortment of a given size of type includes *large capitals* ("caps"), *small capitals* ("*small caps*"), and *lower-case* letters—so called from being placed in the lower half of the printer's case. Caps are indicated by three straight lines; small caps, by two (see p. 133).

THESE ARE CAPS OF 9-PT. ROMAN.

THESE ARE SMALL CAPS OF 9-PT. ROMAN.

These are lower case of 9-pt. roman.

SPACING—

258. The technical names for spaces and the methods of spacing depend on whether the "foundry" type (i.e., type set by hand) or machine-set type is in question. There are several makes of typesetting machines on the market, but of these the monotype (see 293) and the linotype (see 294) are in commonest use.

259. The monotype and linotype machines have come into such universal use that a few words regarding their respective systems of spacing are proper:

MONOTYPE

In monotype composition the unit system instead of the pica system of measurement is used. There are 18 units in a quad, which, unlike the em quad of the foundry type for hand composition, is not a perfect square at the end. The standard space (see 261) is a 9-unit space=3-em space; a 5-unit space=4-em space; a 4-unit space=a little less than a 5 em space, and is the smallest space in use on the monotype machine. These are cast from matrices, and represent "fixed" spaces, i.e., unvarying in width. On the other hand, in the process of composition on the keyboard, the swelling, or justifying, space is used to fill out a line. When it is evident that another word or syllable cannot be set in a line, the keys indicating the proper space are struck by the operator, and all spaces in the line are spread equally to fill out the line, resulting in spaces which do not necessarily contain a specific number of units (see 293).

LINOTYPE

260. On the linotype machine the pica system of measurement is used. There are three "fixed" spaces (see 261): the em quad, the en quad, and the thin space, which is equal to a 4-em space. To spread the spaces, a space band is used; this band can spread a space to any size between a 3-em space and a space a trifle larger than an en quad. If a

space smaller than a thin space is required, it must be put in by hand (see 294).

FOUNDRY TYPE (AND GENERAL)

261. An *em*, *em quad*, or simply *quad* (quadrat) is a block of type the top of which forms a perfect square. A 12-pt. quad is thus a piece of metal one-sixth of an inch square at the ends. The term *em* is also used of the size of such a square in any given size of type as a unit of measurement. "Indent 8 pt. 2 ems" thus means that the line should be indented 16 points. An *em quad* is used between complete sentences (see 262). An *em dash* is a dash the width of an em.

Two- and *three-em quads* are multiples of the above, cast in one block of type metal. *Two-* and *three-em dashes* are dashes the width of 2- and 3-em quads respectively.

An *en quad* is half the size of an em quad in width. Thus an 8 pt. en quad is 4 points wide (thick) and 8 points long (deep). An *en dash* is a dash the width of an en quad.

A *three-em space* is one third of an em in thickness. This is also called a *thick space*, and is the standard space used to separate words.

A *four-em space* is one-fourth of an em; a *five-em space* is one-fifth of an em. Four- and 5-em spaces are also called *middle* and *thin spaces*.

A *hair-space* is any space thinner than a 5-em.

This line is spaced with em quads.
This line is spaced with en quads.
This line is spaced with 3-em spaces.
This line is spaced with 4-em spaces.
This line is spaced with 5-em spaces.
The letters in this word are hair-spaced: America.
This is a 3-em dash: ———
This is a 2-em dash: ——
This is an em dash: —
This is an en dash: –

An em dash is often used in indexes and bibliographies before the first word (without space) of subentries to save repeating.

A 2-em dash is used to follow a date indicating time still continuing, as: 1876——.

A 2-em dash is used without space after a word of which the ending is to be supplied.

A 3-em dash is used (with space on each side) to denote a whole word omitted or to be supplied.

A 3-em dash is also used in bibliographies to indicate the same author as above.

262. Space evenly. A standard line should have a 3-em space between all words not separated by other punctuation points than commas, and after commas; an en quad after semicolons, and colons followed by a lower-case letter; two 3-em spaces after colons followed by a capital; an em quad after periods, and exclamation and interrogation points, concluding a sentence.

263. If necessary to reduce spacing in a line, begin with commas, and letters of slanting form—i.e., with a large "shoulder" on the side adjoining the space; if necessary to increase, begin with overlapping letters—i.e., with "kerns" protruding on the side adjoining the space—straight-up-and-down letters, and points other than periods and commas—in this order).

264. In a well-spaced line, with a $\frac{3}{8}$ em space between a majority of the words, there should not be more than an en quad between the rest; this proportion should be maintained in increasing or reducing. To *justify* a line is to adjust it, making it even or true, by proper spacing.

265. Do not follow an exceptionally thin-spaced line with an exceptionally wide-spaced one, or vice versa, if at all avoidable.

266. Never hair space, or em quad, a line to avoid a run-over.

267. Do not space out the last line of a paragraph allowing of an indention of an em or more at the end.

268. Short words, like "a," "an," etc., should have the same space on each side.

269. Use a thin space after §, ¶, and similar signs; before "f.," "ff.," and the metric symbols:

"§ 14. Be it further ordained . . . ."; pp. 10 ff.; 16 cm.

270. In American and English sums of money no space is used between the symbols, $ and £ (pounds), *s.* (shillings) and *d.* (pence), and the numerals (an en leader is used for a decimal point):

$2.75; £10 3*s.* 2*d.*; 10° C.

271. After Arabic and Roman numerals at the beginning of lines, denoting subsections, there should be an en quad. After Arabic and Roman numerals at the beginning of center-heads there should be an em quad. Small-cap headings should have an en quad between the words; cap-and-small-cap and cap headings, two 3-em spaces.

272. Scripture references should be spaced thus (use 9-unit colon):

II Cor. 1:16–20; 2:5—3:12.

273. Between letters forming products, and before superior figures or letters indicating powers, and inferior figures or letters, ordinarily no space should be used:

$\mu_{x^2} = \Sigma m^2(v^2z^2 - 2vwyz + 2w^2y^2)$.

INDENTATION (PRINTER'S TERM: INDENTION)—

274. In linotype composition in measures of less than 10 picas' width, indent all sizes 1 em. In measures of from 10 to 20, indent 11 pt., 1 em; 10 pt., $1\frac{1}{4}$; 9 pt., $1\frac{1}{3}$; 8 pt., $1\frac{1}{2}$; 6 pt., 2. In measures of from 20 to 30, indent 11 pt., $1\frac{1}{3}$ ems; 10 pt., $1\frac{1}{2}$; 9 pt., $1\frac{2}{3}$; 8 pt., 2; 6 pt., $2\frac{1}{2}$. This is for plain paragraphs.

In monotype composition indentions should be such that all paragraph indentions align irrespective of the size of the type. The following indentions are a good standard for measures of 19 to 30 picas: 11 pt. indented $1\frac{1}{2}$ ems or 1 em 9 units; 10 pt. indented $1\frac{2}{3}$ ems or 1 em 12 units; 9 pt. indented $1\frac{3}{4}$ ems or 1 em 15 units; 8 pt. indented 2 ems; 6 pt. indented $2\frac{1}{2}$ ems or 2 ems 9 units. Narrower measures should be indented proportionately less; wider, proportionately more.

In hanging indentions, in measures of less than 10 picas, indent all sizes 1 em; from 10 to 20, 11 pt., 10 pt., 9 pt., and 8 pt., $1\frac{1}{2}$ ems; 6 pt., 2 ems; from 20 to 30, 11 pt., 10-pt., 9 pt., and 8 pt., 2 ems; 6 pt., 3 ems.

275. In poetry center the longest line and let the indention be governed by that; unless the longest line is of disproportionate length, in which case an average of the long lines should be struck, the idea being to give the whole a centered appearance. Where quotations from different poems, following each other in close succession, vary but slightly in length of verse lines, it is better to indent all alike. Indent according to rhymes and length of lines. In blank verse, where the lines are approximately of the same length, they should be aligned. If consecutive lines rhyme, they should likewise, as a rule, be aligned. If the rhymes alternate, or follow at

certain intervals, indent the rhyming lines alike; that is, if, e.g., lines 1 and 3, and 2 and 4, rhyme, set the former flush in the measure previously determined by the longest line, and indent the latter (usually one em); follow this scheme in any similar arrangement. If any line is disproportionately short — that is, contains a smaller number of feet — indent it more:

> And blessed are the horny hands of toil!
> The busy world shoves angrily aside
> The man who stands with arms akimbo set,
> Until occasion tells him what to do.

> I laugh at the lore and the pride of man,
> At the sophist schools and the learned clan;
> For what are they all, in their high conceit,
> When man in the bush with God may meet?

> So nigh is grandeur to our dust,
> So near is God to man,
> When Duty whispers low, "Thou must,"
> The youth replies, "I can."

> Not lightly fall
> Beyond recall
> The written scrolls a breath can float;
> The crowning fact,
> The kingliest act
> Of Freedom is the freeman's vote!

276. In ordinary reading-matter "plain paragraphs" are always preferable. Where it is desired to bring into relief the opening word or words of a paragraph, or the number introducing such paragraph, or where a center-head makes more than three lines, "hanging indention" is often employed (see 284).

LEADS—

277. A *lead* is a strip of metal used to separate lines of type. The ordinary (standard) lead is 2 points thick. Matter with leads between the lines is called *leaded;* without, *solid.*

This book, for the most part, is set leaded. This paragraph, for illustration, and the Index are set solid. Nearly all books are leaded.

278. A *slug* is a strip of metal, thicker than a lead, used in the make up of printed matter into pages, to be inserted after headlines, etc. The two standard sizes are 6 and 12 points (a *nonpareil* and a *pica*) thick, respectively.

HEADS OR HEADINGS—

279. A *center-head* is a headline placed at equal distances from both margins of the page or column. Center-heads are usually set in caps or in small caps, and are not followed by a period. This is a center-head:

SEC. VII. THE PRINCIPLES OF SOCIOLOGY

When such center head makes more than one line, either the (inverted) "pyramid" form (for two or three lines) or "hanging indention" for more than three lines) is employed:

ART EDUCATION FOR THE AMERICAN PEOPLE, AS SHOWN AT THE LOUISIANA PURCHASE EXPOSITION, IN THE NORMAL SCHOOLS, AND IN ART SCHOOLS

ON CERTAIN IMPLICATIONS OF POSSIBLE CHANGES IN THE FORM AND DIMENSIONS OF THE SUN, AND SOME SUGGESTIONS TOWARD EXPLAINING CERTAIN PHENOMENA OF VARIABLE STARS

280. A *side head* is a headline placed at the side of the page or column. It may either be set in a separate line, in which case it is usually set *flush*—that is, in alignment with the margin of the type-page; or *run in*—that is, run together in a continuous line with the paragraph to which it belongs. The latter is the more common form. Side-heads are most frequently set in italics, only the first word and proper names being capitalized; sometimes in caps and small caps or in bold face (see 172):

Side-head—
A side-head is a headline . . . .
Side-head.—A side-head is . . . .
SIDE-HEAD.—A side-head is . . . .

Side-head—
A side-head is . . . .

281. A *cut-in head* is a head placed in a box cut into the side of the type-page, usually set in different type, and as a rule placed under the first two lines of the paragraph:

In making inquiry, therefore, into the value of fraternity life among the children, it is necessary to test it entirely in accordance with its power to contribute to the welfare of the school as a social whole. The school, being a social organization, has a right to demand that every individual contribute the best that is in him to the good of all. In making this contribution, it

Group Influence

282. A *box-head* is a head for a column in a ruled table (see 250).

283. A *running head* is a headline placed at the top of each page of a book, etc., usually giving the main title of the work on the left-hand (*verso*) page, and the title of the chapter, or other subdivision, on the right-hand (*recto*) page. It should be centered on the page regardless of page number. A good working rule for running-heads is to set them in roman or italic capitals two sizes (points) smaller than the type of the text.

PARAGRAPHS—

284. Two kinds of paragraphs are distinguished—*plain* and *hanging*. A *plain* (or *regular*) *paragraph* has the first line indented, and the others set flush. A *hanging paragraph* ("*hanging indention*") has the first line set flush, and the others indented:

Human Nature and the Social Order. By CHARLES HORTON COOLEY. New York: Scribner, 1902. Pp. viii+404.

In terms of his own thesis Dr. Cooley has transformed the social materials of his times into a personal product; his mind has reorganized and reproduced the suggested, etc.

PROOFS—

285. A *galley proof* is a printed impression of the type contained in a long, shallow receptacle of metal, known as a *galley*, into which the compositor, the operator, or the casting machine places the material as it is set, line by line.

286. A *page-proof* is an impression of the type material made up into page-form.

287. A *plate-proof* or *foundry-proof* is a proof taken of the type page immediately before an electrotype cast is made of it. This proof has a black border around the pages, made by ink from the metal frame used to hold the type in place while the cast is being made. Most publications nowadays are printed from such plates, and not directly from the type.

288. A *foul proof* is a galley proof containing author's corrections.

289. A *revise* is a new proof of type corrected from a marked proof.

MAKE-UP—

290. The arranging into page form of type lines and illustrations is called the *make-up*.

291. A *folio* is a page number. Even numbers are placed on the verso; odd, on the recto. A *drop-folio* is a page-number placed at the bottom of a page.

292. A *half title* or *bastard title* is the abbreviated title of a book placed on a separate page preceding the full title page, or the title of a part, chapter, etc., preceding such part or chapter on a separate page in the body of the book.

Typesetting Machines—

293. The *monotype*—named *Lanston* after the patentee—is a composing-machine on which, by touching a keyboard, perforations are made in strips of paper, which then are transferred to a second machine, where the matrices to which the perforations correspond are brought in contact with molten type metal, the characters being cast separately and arranged automatically on a galley in justified lines (see 259).

294. The *linotype*—named *Mergenthaler* after its inventor—is a composing-machine on which, by touching a keyboard, the matrices from which the characters are cast arrange themselves automatically in lines in a receptacle, which then is brought in contact, on the same machine, with molten type metal, through a mechanical device which liberates and arranges in order on a galley the stereotyped strips, called "slugs," each consisting of a line of type (see 260).

APPENDIX

HINTS TO AUTHORS AND EDITORS

PREPARATION OF MANUSCRIPTS—

Manuscripts should be either typewritten or in a perfectly clear handwriting. The former is preferable.

The sheets should be of uniform size; 9″×11″ is a desirable size.

Only one side of the paper should be used.

Never roll manuscripts; place them flat in a box or an envelope.

The sheets should not be fastened together except by pins or clips, which can easily be removed.

When one piece of a page is to be fastened to another, use mucilage, not pins. Pins often become unfastened and the slips lost or misplaced.

Liberal margins should be left at the top and left-hand side of the sheets. This space will be needed by the reader or printer for directions.

The pages should be numbered consecutively. Inserted and omitted pages should be clearly indicated. Thus, sheets to be inserted after p. 4 should be marked "4A," "4B," etc.; sheets omitted between p. 4 and p. 8 should be indicated by numbering p. 4, "4–7."

Additions to original pages should be placed after the sheets to which they belong, and should be marked "Insert A," "Insert B," etc. The places where they are

to be inserted should be indicated by writing, "Here insert A," etc., on the margin of the original pages.

PARAGRAPHS—

Paragraphs should be plainly indicated, either by indenting the first line or by a ¶ mark.

FOOTNOTES—

Footnotes should be clearly designated, either by separating them from the text by running a line across the page, or by using ink of different color. Some writers make a perpendicular fold in the paper, using two-thirds of the space for the text and one-third for the notes.

The word in the text carrying the note should be followed by a superior figure corresponding to that preceding the note.

Footnotes should never be run into the text in manuscripts, whether in parentheses or otherwise.

NOTE.—It is important to remember that in matter set on the linotype machine the slightest change necessitates the resetting of the whole line. Since it is impossible to foresee how the notes will happen to come out in the make-up, it is impracticable to number them from 1 up on each page. The best way is to number them consecutively throughout an article or by chapters in a book; bearing in mind, however, the very essential point that *the change, by omission or addition, of one single number involves the resetting of the whole first line of each succeeding note to the end of the series, as well as the line in the text bearing the reference to the note.*

This difficulty is not met with in matter set on the monotype machine or by hand, where the change of a number amounts simply to substituting one figure for another.

PROPER NAMES, ETC.—

Proper names, foreign words, and figures should, in handwritten manuscript, be written with the utmost care and distinctness.

TITLE-PAGES, ETC.—

Copy for title pages, prefaces, tables of contents, etc., should be submitted with the manuscript. Copy for indexes should be compiled from the special set of page proofs furnished for this purpose and promptly delivered to the printers. Unnecessary delay is often caused by postponing these details till the last minute.

READING OF PROOFS—

Read and return your proofs promptly.

In marking proof-sheets use the standard proofreaders' marks (see p. 133). Do not adopt a system of your own, which, however plain it may seem to you, might appear less so to the compositor.

Be careful to answer all queries in the proofs. Delays and errors often result from not attending to them.

Remember that changes in the type cost money. The omission or addition of a word in the middle of a paragraph may necessitate resetting the whole of this from that point on; and if such alteration is made in the page proof, it may further involve repaging the entire article or chapter. Make your manuscript as perfect as possible before delivering it to the printer. Any necessary alterations should be made in the galley proof, as each succeeding

stage will add to the cost. Corrections in plates should be studiously avoided. Not only are they expensive, but they are likely to injure the plates.

The original manuscript should in each instance be returned with the galley proof, in order that the proof reader may refer to it, should any question arise; and each successive set of proofs returned should be accompanied by the previous marked set. This will assist in calculating the cost of alterations properly chargeable to you.

HINTS TO PROOFREADERS

Read everything as if you yourself were the author.

Be particularly careful about proper names and figures and verify all dates. If the copy is not perfectly clear, or if you have reason to doubt its correctness, look it up, or query it to the author.

In asking questions of authors or editors *make your point clear*. A simple query is not enough to draw attention to the particular point you have in mind. Queries in the manuscript should be transferred to the proof, or attention should be directed in the proof to the queries made by the copy-reader in the manuscript.

Be discreet about your queries. Do not stultify yourself and discredit the office by asking foolish questions on the proof. The author will be thankful for any sensible suggestion you may make, but will resent trivial criticisms.

Make a study of the "personal equation" in the case of those individuals (editors and others) with whom you as a proofreader will constantly have to deal. One person may expect of you as a matter of course what another might regard as an unwarranted interference.

Never hesitate to correct anything that is palpably wrong, however positively the copy may assert the contrary. Remember that the blame for the error will eventually be laid at your door, and justly so.

Do not follow copy blindly, unreasoningly. Follow copy only when, and as far as, it is correct.

Do not ask authors or editors to decide questions of style. The *Manual of Style* is primarily meant for you. Learn its rules so that you may correct any violation of them you may find, without querying to the author.

Do not fall into the fallacy that the author's or editor's O.K. relieves you of all or any part of your responsibility. Authors and editors depend on the proofreader to see to it that the typographical requirements have been met, and that the adopted style has been adhered to, and affix their signatures only on that supposition.

Do not shield yourself behind your copyholder. The copyholder is there to assist you, not to tell you how to do things. If you think you have cause to doubt her version of a matter, investigate for yourself.

Do not suggest to the copyholder the reading of a word or phrase which she has difficulty in making out from the manuscript. If she cannot decipher the manuscript, remember that you are the arbiter, and not the compositor.

Do not read to the copyholder except in special cases in order to rest her after long, close work, and then proceed slowly and very distinctly. The copyholder's eye and ear are not yet trained to follow copy with insertions and special editing as fast as you can read printed matter.

Do not permit yourself to be stampeded. Cultivate speed, but remember that accuracy is even more important. If the necessary time is not given you, take it—within reasonable limits—in order to do things right.

The credit accruing to you from doing things absolutely right is likely to outlast the displeasure at your lack of dispatch.

In unavoidable cases of "rush," where conditions and orders are imperative, protect yourself by letting it be understood that you have done your best in the time allotted you, but that you must disclaim any further responsibility.

After completing the reading, sign all galley-proofs and page-proofs in the upper right-hand corner with your own initial above that of the copyholder and reviser. In case copyholding and revising are done by two different people the copyholder's initial should follow the reader's in smaller size above a line and the reviser's initial appear below. This will save time in tracing proofs and insure the giving of credit where it belongs.

The number of proofs wanted should be marked on first readings before they are sent to the corrector. Look for any additional instructions on the job ticket or the composition ticket and on the copy or author's proofs.

All proofs ready to be corrected are to be returned to the desk. When galley-proofs are ready to go out to the author, the copyholder should give the copy to the file clerk in perfect order, with proofs neatly arranged in the required number of sets, pinned together at the top.

When you are reading page-proofs, the pages are to be revised by checking with author's alterations first. Next make copy for contents (unless the journal editor is in the habit of furnishing it) and return to be set, so that cover

and contents may be ready to go out with the page-proofs.

When you are reading galley-proof, the first thing to be read is the guide-line with size of type, width of measure, job number, and galley number.

Mark the author's name and composition number at the beginning of each article, so that the compositor will be able to charge alterations correctly. Keep the last journal or sample beside you when reading the pages and verify style in every case if you are not perfectly sure of it. As fast as an article or a chapter is read, return it to the desk so that corrections may be made in time to be ready to go out as soon after you have finished the whole as possible.

Read the running-heads and folios of each article or chapter as a separate operation *after* you have finished reading pages. Sign make-up record, as on pages, in the upper right-hand corner; enter date and hour of sending out proof in the lower right-hand corner of page-slip. Record number of pages and plates in each article or chapter and total number of pages in the finished product, including preliminaries. Be careful to see that the finished book or journal will contain even forms of 16, 12, or 8 pages; if it does not, the question should be raised. Number and indicate all half-titles, blank pages, inserts, etc., and carry all necessary queries on every set of proofs.

When pages are ready to go out, place them neatly in sets, pinned together at the top, and return them to

the file clerk with all galley-proofs, and additional copy, if any, in order of make-up, and neatly pinned together. See that material is complete from cover to cover, including volume title and contents when such pages are due. Return all second proofs to file clerk's desk to file and leave page-slip on the hook, completed and dated.

HINTS TO COPYHOLDERS

Cultivate a low, soft, clear reading voice. Only your own proofreader has to hear you.

Remember that, from the proofreader's point of view, the small words are as essential as the big ones. Get them all in—and get them in right.

Enunciate your plural s's distinctly. Try to perfect your enunciation so that you can read an entire galley without error.

Regulate and equalize your speed. Do not race at a breakneck pace through typewritten copy, while you thread your path fumblingly through the mazes of manuscript.

Do not keep guessing at a word. Look at it closely, consider the context, and do not speak it until you have made it out—or at least made the very best guess of which you are capable.

Give your reader a chance to make his corrections. Slow up the moment he puts his pencil to the paper. This will save your going over the same ground twice. Repeat cheerfully if the proofreader has not understood.

Evolve your own system of signals. Do not, for instance, waste time by saying "in italics" for every word or letter so treated. Instead, raise your voice, or tap the table with your pencil once for each word, or both. Such a code need not be intelligible to others than yourself and your reader.

Read to your proofreader every instruction, editorial mark, and stet-mark carefully. Learn the job number and read it for every galley.

Consult the job ticket for the number of proofs wanted and the name and address of the person to whom they are to be sent, before having proofs corrected, so that the number wanted may be marked for the printer.

Be careful in transferring marks. A mark in the wrong place means two errors uncorrected in place of one corrected. Each set of proofs must carry every mark.

In sending out proofs see that everything is there. Arrange the copy and proof-sheets neatly and consecutively.

Copy all queries and make-up instructions on the galley-proof and indicate the insertion of tables, figures, charts, etc., where they are first mentioned.

The manuscript should accompany the galley-proof; the foul proof (author's marked galley-proof) should accompany the page-proof. In case no galley-proof has been sent the manuscript should accompany the page-proof.

Indicate in the lower left-hand corner the contents of all the envelopes you address.

Fasten your pins in the center at the top, not diagonally in the left-hand corner, thus covering up the directions, etc., often written there.

Return every evening to the file or the bookcase any volume that may have been taken out for reference during the day; return all proofs ready for filing at least

once a day, so that files may be always as complete as possible.

Remember that you are the housekeeper of the proof-room, and take pride in its neat and orderly appearance. Perfect your system so that everything can be located at a moment's notice. The more of that kind of work you do without being asked, and the better you do it, the more you will be appreciated.

del	Dele, or delete: take it out.
rev	Letter reversed—turn.
#	Put in space.
c	Close up—no space.
V^	Bad spacing; space more evenly.
wf	Wrong font: character of wrong size or style.
tr	Transpose.
¶	Make a new paragraph.
□	Indent; or, put in an em-quad space.
[	Carry to the left.
]	Carry to the right.
⌐	Elevate.
⌙	Depress.
X	Imperfect type—correct.
⊥	Space shows between words—push down.
//	Straighten crooked line.
‖ =	Straighten alignment.
stet	Restore ~~or retain~~ words crossed out.
⁀	Print (æ, fi, etc.) as a ligature.
out, see copy	Words are omitted from, or in, copy.
?	Query to author: Is this correct?
caps	Put in ~~capitals~~.
sc	Put in ~~SMALL CAPITALS~~.
lc	Put in ~~LOWER CASE~~.
rom	Put in ~~*roman*~~ type.
ital	Put in ~~italic~~ type.
bf	Put in ~~bold face~~ type.

SPECIMENS OF TYPES IN USE

MODERN

FIVE POINT NO. SIXTY-SEVEN

[*Solid*]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the Far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus,

[*Leaded*]

with his small army, against the adult Rome of the third century, fresh from her Samnite conquests, show what would have been the successes of Alexander, with his giant genius and armaments, against the younger and feebler republic. And if the realization of the conqueror's dreams was hindered by his early death, most of the early Diadochi had each for many hard-fought years aspired to be his sole successor, hoping to complete his work and regenerate the distracted world by the potent influence of Hellenistic culture.

A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to THE FROZEN NORTH AND THE TORRID SOUTH AS ITS NATURAL LIMITS, EXCHANGING THE VIRGIN ORES OF SPAIN FOR THE LONG-SOUGHT SPICES OF ARABY THE BLEST, WAS THEREFORE 1 2 3 4 5 6 7 8 9 0
But while those that had conceived it and striven for it consciously had 1 2 3 4 5 6 7 8 9 0

FIVE POINT NO. FIVE HUNDRED AND TWENTY-SEVEN

[*Solid*]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the Far East, men must have anticipated, as very near, an empire not unlike that of Rome; for the conquest of the West would have been no difficult matter to Alexander,

[*Leaded*]

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A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, exchanging the virgin ores of Spain for the long-sought spices of Araby the Blest, was THEREFORE NO VERY WILD IMAGINATION. BUT WHILE THOSE THAT HAD CONCEIVED IT AND STRIVEN FOR IT CONSCIOUSLY HAD FAILED 1 2 3 4 5 6 7 8 9 0
who could have imagined that it should drop almost suddenly, unexpect 1 2 3 4 5 6 7 8 9 0
Ç Ö ä ã â è ê é ö ü ç

MODERN

SIX POINT MODERN NO. ONE

[Solid]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

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[Leaded]

the West would have been no difficult matter to Alexander, with all the resources of Asia under his hand. The successes of Pyrrhus, with his small army, against the adult Rome OF THE THIRD CENTURY, FRESH FROM HER SAMNITE CONQUESTS, SHOW WHAT WOULD HAVE BEEN THE SUCCESSES OF ALEXANDER, WITH HIS GIANT GENIUS AND *armaments, against the younger and feebler republic. And if the realization of the conqueror's* (*no figures with this italic*) æ Æ æœ.ŒŒ àou $£*†‡¶lb°′

1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 $ + × − = ±

Six set braces to match this font.

SIX POINT NO. FIFTY-SEVEN

[Solid]

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ΛΕΙΟΥ ΛΕΪΟΎ ΛΕΙΟΥ ΛΕΙΟΫ ĂĔĬŎŬ ΛΕΙΟΥ ĄÇŇ ĦĦĿŋSSŢ

ăεῖοῦ ἀέΐόΰ ὰὲἰὸὺ ἂἓἴὂῦ ἄἔἴὄῪ ΛΕΙΟΥ ĄÇĦŇ âεῖοũ ἀέΐόύ ὰὲἰὸù ἂἓἴὂû ἄἔἴὄü ἀἓἴὂǔ

ĂĔĬŎŬ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ÅĔĬŐŰ ÇĮĦŅŠ Ţhḥṣṩţz

æœa á é i o ú à è ì ò ù â ê î ô û ä ë ï ö ü å ę į ǫ ų ă ĕ ĭ ŏ ŭ ą ę į ǫ ų ç ş ţ ǫ ẓ

MODERN

SEVEN POINT NO. FIFTY-SEVEN

[*Solid*]

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[*Leaded*]

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Any political thinker who witnessed this mighty outcome of half a CENTURY MIGHT INDEED FEEL UNEASY AT THE RESULT, IF HE WERE NOT, LIKE MOST OF THE STOICS, AN OPTIMIST 1 2 3 4 5 6 7 8 9 0
or a fatalist. There was, no doubt, the manifest gain *1 2 3 4 5 6 7 8 9 0*

ÁÉÍÓÚ ĂĔĬŎŬ ǎéíóú ăĕĭŏŭ *ÁÉÍÓÚ ĂĔĬŎŬ ǎéíóú ăĕĭŏŭ* Å Ç
ÀÈÌÒÙ ĀĒĪŌŪ àèìòù āēīōū *ÀÈÌÒÙ ĀĒĪŌŪ àèìòù āēīōū* åçñ
ÂÊÎÔÛ ÄËÏÖÜ âêîôû aeiou *ÂÊÎÔÛ ÄËÏÖÜ âêîôû aeiou* åçñ

MODERN

EIGHT POINT NO. FIFTY-SEVEN

[*Solid*]

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ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÎÔ ÄÖÜ Ç A Ç Ñ Č O É Ï Ö A Ç

ĀĒŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÔÛ ÄËÏÖÜ ĂĬŏŭ Ě Š ø āēīōū áéíóú àèìòù âêîôû äëïöü ăçḗñō *āēīōū áéíóú àèìòù âêîôû äëïöü ăçḗñ*

MODERN

NINE POINT NO. FIFTY-SEVEN

[*Solid*]

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[*Leaded*]

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OF THE EARLY DIADOCHI HAD EACH FOR MANY HARD-FOUGHT YEARS ASPIRED TO BE HIS SOLE 1 2 3 4 5 6 7 8 9 0

successor, hoping to complete his work *1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ĂĔĬŎŬ ÅÇÑ

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ ÅÇḤḪĶÑŢ

āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ åçḥḫķñţ

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ÄËÏÖÜ ĂĔĬŎŬ ÅÇÑ

āēīōū áéíóú àèìòù âêîôû äëïöü ăĕĭŏŭ åçñ

ČḤḪĮĶŞŠṠṢŢŻŽ ą ă ç ĕ ḋ ġ į ị ņ ǫ ő ọ ǫ́ ṣ ṡ š ṡ ṣ ṭ ṻ ų ű ů ỹ ỵ ẓ ž

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MODERN

ELEVEN POINT NO. SIXTY-FIVE

[*Solid*]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions would now be directed

[*Leaded*]

by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world. When Alexander was yet a young man, returning from his conquests in the Far East, men must have anticipated, as very near, an empire NOT UNLIKE THAT OF ROME; FOR THE CONQUEST OF THE WEST WOULD HAVE BEEN 1 2 3 4 5 6 7 8 9 0 *no difficult matter to Alexander, with 1 2 3 4 5 6 7 8 9 0*

ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ĂĔĬŎŬ ĀĒĪŌŪ
ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ĂĔĬŎŬ ĄÇḤḪḴÑṢSŢ
āēīōū áéíóú àèìòù âêîôû ăĕĭŏŭ ąçḥḫḳñṣšţ
ĀĒĪŌŪ ÁÉÍÓÚ ÀÈÌÒÙ ÂÊÎÔÛ ĂĔĬŎŬ
āēīōū áéíóú àèìòù âêîôû ăĕĭŏŭ ą ç ñ
ą ą ḥ ḫ ç ḍ đ ę ę ę ę ǧ ị ị ị ł m̄ ǫ ọ ꝑ ꝑ ꝓ ꝗ
ɋ ɋ ɋ ɋ ŧ ꞩ ŧ ꞧ ų ų ẓ ż ź
ĄÇĘḤḪḴÑṢŠŢ *ĄÇḤḪÑŠŢ ḫḥịṣšţųẓ*
Ðð Þþ Øo 3̄3̄ᵉ *ðþ ąǫþđđ̆ęęı̆ǩóǫp̄øoŕúŭŭ*

OLD STYLE

FIVE POINT NO. EIGHT

[*Solid*]

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[*Leaded*]

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TWELVE POINT NO. EIGHT

[*Solid*]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized NATIONS HITHERTO AT VARIANCE,

[*Leaded*]

OR AT WAR, DISTRACTED BY REASON 1234567890

of contrasts in population, in govern 1234567890

ÄËÏÖÜ ÂÊÎÔÛ ÈÙ É Å Ç Ñ

äëïöü âêîôû èù é åçñ äëïöü âêîôû èù é åçñ

ÄËÏÖÜ ÂÊÎÔÛ ÈÙ É Ç Ñ

äëïöü âêîôû èù é çñ

OLD STYLE

FOURTEEN POINT NO. EIGHT

[*Solid*]

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[*Leaded*]

directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

It was not the first time that this grand prospect had been held forth to the world.

WHEN ALEXANDER WAS YET A

YOUNG MAN RETURN- 1 2 3 4 5 6 7 8 9 0

ing from his conquests *1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ É Ä Ö Ñ

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÙ É Ä Ç Ñ

äëïöü âêîôû àèù áéíóú äöñ a ç o

Ö Ó À ü âôû àèù éú å ç ñ

OLD STYLE

EIGHTEEN POINT NO. EIGHT

[*Solid*]

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[*Leaded*]

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IT WAS NOT THE FIRST

TIME THAT THIS 1 2 3 4 5 6 7 8 9 0

grand prospect *1 2 3 4 5 6 7 8 9 0*

ÄËÖÜ ÂÊÔÛ ÈÙ É Å Ñ

MONOTYPE

SIX POINT NO. THIRTY-ONE

[*Solid*]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they [illegible] tory. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

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Any political thinker who witnessed this mighty outcome of half a century might indeed feel uneasy at the result, if he were not, like most of the Stoics, an optimist or a fatalist. There was, no doubt, the manifest gain of a great peace throughout the world, of the real settlement of disputes by the arbitration of an umpire with power to enforce his will; there was the consequent development of wide commerce with its diffusion, not only of wealth, but of enlightenment. These material gains were indisputable, even though a dangerous monopoly was being established, not merely through the enormous advantages inseparable from Roman influence, but by the jealous destruction of all those commercial centers which might have rivaled Rome by reason of favored situation or old traditions of trade.

But far more serious was the patent fact, that neither the Roman people nor their HENCE IT RESULTED THAT THE COMMON PEOPLE DEGENERATED
RAPIDLY INTO A VULGAR MOB, PURSUING SOLELY ITS MATERIAL 1 2 3 4 5 6 7 8 9 0
pleasures, and the dominant classes, when vast opportunities of wealth 1 2 3 4 5 6 7 8 9 0

ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ Ç Ñ Ç
âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ ç ñ
âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ

MONOTYPE

SEVEN POINT NO. THIRTY-ONE

[*Solid*]

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[*Leaded*]

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äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ ō
äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ ō ā

MONOTYPE

EIGHT POINT NO. THIRTY-ONE

[*Solid*]

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ANY POLITICAL THINKER WHO WITNESSED THIS
MIGHTY OUTCOME OF HALF A CENTURY MIGHT 1 2 3 4 5 6 7 8 9 0
indeed feel uneasy at the result, if he were not, like m *1 2 3 4 5 6 7 8 9 0*

ĀĒĪŌŪ ĂĔĬŎŬ ç ş Ç
äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ
ä ë ï ö ü *â ê î ô û* *à è ì ò ù* *á é í ó ú* *ā ē ī ō ū* *ă ĕ ĭ ŏ ŭ* *ç ñ*
ṬḌḴ *ḤḪḤḬ* *ŠŚṢṬ* *ḍḏḥḫḥ* ḤṢ ḍhṣṭ *ḳṣṭŧšś* ḍhms

MONOTYPE

NINE POINT NO. THIRTY-ONE

[*Solid*]

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[*Leaded*]

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A world-empire, including all the lands and nations about the DROP ALMOST SUDDENLY, UNEXPECTEDLY, BY THE FORCE, NOT OF GENIUS, BUT OF CIRCUMSTANCES, 1 2 3 4 5 6 7 8 9 0 *into the hands of a people who attained it, not by 1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ	ÂÊÎÔÛ	ÀÈÌÒÙ	ÁÉÍÓÚ	ĀĒĪŌŪ	ĂĔĬŎŬ	Ç Ñ Ç
äëïöü	âêîôû	àèìòù	áéíóú	āēīōū	ăĕĭŏŭ	ç ñ
äëïöü	*âêîôû*	*àèìòù*	*áéíóú*	*āēīōū*	*ăĕĭŏŭ*	*ç ñ Ç*
Ā	ḤṢṬ	ḥṣṭ	*ḤṢṬ*	*ḥṣṭ*		

MONOTYPE

TEN POINT NO. THIRTY-ONE

[Solid]

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, distracted by reason of contrasts in population, in government, in language, in traditions, would now be directed by the will of one people, by the influence of one system of law, by the predominance of a common language.

[Leaded]

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A WORLD-EMPIRE, INCLUDING ALL THE LANDS AND NATIONS ABOUT THE MEDITER- 1 2 3 4 5 6 7 8 9 0

ranean Sea, reaching to the frozen North 1 2 3 4 5 6 7 8 9 0

ÄËÏÖÜ Âêîôû Àèìòù Áéíóú ĀĒĪŌŪ ĂĔĬŎŬ Ç ç Ñ

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ā ñ ō

aeiou âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ Ç ç *ā ñ ō*

Ḍ Ḥ Ḥ Ṣ Ṣ Ṭ Ḳ ḍ ḥ ḥ ḳ ṣ ṣ ṭ

MONOTYPE

ELEVEN POINT NO. THIRTY-ONE

[*Solid*]

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ASPIRED TO BE HIS SOLE SUCCESSOR, HOPING

TO COMPLETE HIS WORK AND REGEN- 1 2 3 4 5 6 7 8 9 0

erate the distracted world by the potent 1 2 3 4 5 6 7 8 9 0

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ ÇÑ ÇḤṢṬ Ā

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ ḥṣṭ

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ Ç'

ḤṢṬ Å *ḥṣṭ*

MONOTYPE

TWELVE POINT NO. THIRTY-ONE

[*Solid*]

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IF THE REALIZATION OF THE 1 2 3 4 5 6 7 8 9 0

conqueror's dreams was hin- *1 2 3 4 5 6 7 8 9 0*

ÄËÏÖÜ ÂÊÎÔÛ ÀÈÌÒÙ ÁÉÍÓÚ ĀĒĪŌŪ ĂĔĬŎŬ Ç Ñ Ç

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ñ Ç ç

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ḑķñļḩḥšśţ

MONOTYPE

SIX POINT NO. FIVE

[*Solid*]

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NOT MERELY THROUGH ENORMOUS ADVANTAGES INSEPARABLE FROM ROMAN INFLUENCE, BUT BY THE JEALOUS 1 2 3 4 5 6 7 8 9 0

destruction of all those commercial centers which 1 2 3 4 5 6 7 8 9 0

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ãñ ü å

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ã ñ õ

MONOTYPE

SEVEN POINT NO. EIGHT

[*Solid*]

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[*Leaded*]

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OF THE STOICS, AN OPTIMIST OR A FATALIST. THERE
WAS, NO DOUBT, THE MANIFEST GAIN OF A GREAT 1 2 3 4 5 6 7 8 9 0
peace throughout the world, of the real settlement of *1 2 3 4 5 6 7 8 9 0*

ā ē ī ō ū ă ĕ ĭ ŏ ŭ â ê î ô û à è ì ò ù á é í ó ú ä ë ï ö ü ç ã ñ õ
ā ē ī ō ū ă ĕ ĭ ŏ ŭ â ê î ô û à è ì ò ù á é í ó ú ä ë ï ö ü ç ã ñ õ

MONOTYPE

EIGHT POINT NO. EIGHT

[*Solid*]

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äëïöü âêîôû àèìòù áéíóú āēīōū ç ã ñ õ
äëïöü âêîôû àèìòù áéíóú āēīōū ç ã ñ õ
ą ę į ǫ ų ŗ ǻ ę̄ ǒ ẽ Į Ė Ḥ Ḳ Ṣ Ḫ Š ḍ ḥ ḳ ṣ ṭ š ḫ ō ã å
ą ę į ǫ ų ŗ ǻ ę̄ ǐ ǒ ų̃ ẽ ǫ̃ è ê ą́ ę́ ḍ ḥ ḳ ṣ ṭ š ḫ å ō ã u

MONOTYPE

NINE POINT NO. EIGHT

[*Solid*]

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[*Leaded*]

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A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the

OF AN ALEXANDER, BUT BY SUCH NATIONAL QUAL-
ITIES AS HAD GAINED FOR SPARTA PRECE- 1 2 3 4 5 6 7 8 9 0
dence and respect, coupled with aggressive *1 2 3 4 5 6 7 8 9 0*

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ã ñ õ å
äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ã ñ õ

MONOTYPE

ELEVEN POINT NO. EIGHT

[*Solid*]

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EARLY DEATH, MOST OF THE EARLY 1 2 3 4 5 6 7 8 9 0

Diadochi had each for many hard- *1 2 3 4 5 6 7 8 9 0*

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ã õ å ç ñ

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç ž å ãñõ

MONOTYPE

SIX POINT CUSHING NO. TWENTY-FIVE

[*Solid*]

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Any political thinker who witnessed this mighty outcome of half a century might indeed feel uneasy at the result, if he were not, like most of the Stoics, an optimist or a fatalist. There was, no doubt, the manifest gain of a great peace throughout the world, of the real settlement of disputes by the arbitration of an umpire with power to enforce his will; there was the consequent development of wide commerce with its diffusion, not only of wealth, but of enlightenment. These material gains were indisputable, even though a dangerous monopoly was being established, not merely through the enormous advantages inseparable from Roman influence, but by the jealous destruction of all those commercial centers which might have rivaled Rome by reason of favored situation or old traditions of trade.

BUT FAR MORE SERIOUS WAS THE PATENT FACT, THAT NEI

1 2 3 4 5 6 7 8 9 0

âëïöü âêîôû áéíóú àèìòù ãẽĩõũ ç

MONOTYPE

SEVEN POINT CUSHING NO. TWENTY-FIVE

[*Solid*]

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äëïöü âêîôû áéíóú àèìòù ãẽĩõũ ăĕĭŏŭ ç

MONOTYPE

EIGHT POINT CUSHING NO. TWENTY-FIVE

[*Solid*]

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OF WEALTH, BUT OF ENLIGHTENMENT. THESE MATERIAL

äëïöü âêîôû àèìòù áéíóú ãẽĩõũ ăĕĭŏŭ ç

MONOTYPE

NINE POINT CUSHING NO. TWENTY-FIVE

[*Solid*]

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A world-empire, including all the lands and nations about the Mediterranean Sea, reaching to the frozen North and the torrid South as its natural limits, 1 2 3 4 5 6 7 8 9 0 EXCHANGING THE VIRGIN ORES OF SPAIN FOR THE

äëïöü âêîôû àèìòù áéíóú āēīōū ăĕĭŏŭ ç

MONOTYPE

TEN POINT CUSHING NO. TWENTY-FIVE

[*Solid*]

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A world-empire, including all the 1 2 3 4 5 6 7 8 9 0 LANDS AND NATIONS ABOUT THE MEDITER-

äëïöü âêîôû áéíóú àèìòù āēīōū ăĕĭŏŭ ç

MONOTYPE

ELEVEN POINT CUSHING NO. TWENTY-FIVE

[*Solid*]

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äëïöü âêîôû áéíóú àèìòù āēīōū ăĕĭŏŭ ç

MONOTYPE

TWELVE POINT CUSHING NO. TWENTY-FIVE (11 PT. FACE)

[*Solid*]

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AGAINST THE YOUNGER AND FEEB ÆŒ
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äëïöü âêîôû áéíóú àèìòù āēīōū ăĕĭŏŭ çñÿý æœ

(12 pt. face) îâêîû šħ

MONOTYPE

TEN POINT SCOTCH ROMAN NO. THIRTY-SIX

WHEN THOUGHTFUL GREEKS LIKE POLYBIUS S

1 2 3 4 5 6 7 8 9 0

TWELVE POINT CASLON NO. THREE HUNDRED AND THIRTY-SEVEN

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-

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When thoughtful Greeks like Polybius saw the fall

1 2 3 4 5 6 7 8 9 0 Æ Œ æ œ & $

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āăāáàãȧ éèëẽ ïíî óö ŭūùúûü

ȧåãõẽñṣṭḥç *ṭṣṛḥ*

EIGHT POINT ITALIC NO. TWENTY-FIVE K

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no lon-

$ 1 2 3 4 5 6 7 8 9 0 Æ Œ æ œ &

TEN POINT ITALIC NO. TWENTY-FIVE K

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had

$ 1 2 3 4 5 6 7 8 9 0 Æ Œ æ œ &

Ten Point also cast on Eleven-Point Body

TWELVE POINT ITALIC NO. TWENTY-FIVE K

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have

$ 1 2 3 4 5 6 7 8 9 0 Æ Œ æ œ &

CASLON OLD STYLE

EIGHT POINT

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[*Leaded*]

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1 2 3 4 5 6 7 8 9 0
1 2 3 4 5 6 7 8 9 0

CASLON OLD STYLE

TEN POINT

[Solid]

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THE LONG-SOUGHT SPICES OF ARABY THE BLEST,

WAS THEREFORE NO WILD IMAGINATION. 1 2 3 4 5 6 7 8 9 0

But while those that had conceived it *1 2 3 4 5 6 7 8 9 0*

CASLON OLD STYLE

TWELVE POINT

[*Solid*]

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CASLON OLD STYLE

FOURTEEN POINT

[*Solid*]

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TO ALEXANDER, WITH ALL THE RESOURCES OF ASIA 1 2 3 4 5 6 7 8 9 0

under his hand. This *1 2 3 4 5 6 7 8 9 0*

SCOTCH ROMAN

SIX POINT

[*Solid*]

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But far more serious was the patent fact, that neither the Roman people NOR THEIR RULERS HAD RECEIVED ANY EDUCATION TO FIT THEM

FOR AN IMPERIAL POLICY, MATERIAL PLEASURES, AND THE 1 2 3 4 5 6 7 8 9 0

dominant classes, when vast opportunities of wealth *1 2 3 4 5 6 7 8 9 0*

SCOTCH ROMAN

EIGHT POINT

[*Solid*]

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HENCE IT RESULTED THAT THE COMMON PEOPLE
DEGENERATED RAPIDLY INTO A VULGAR MOB 1 2 3 4 5 6 7 8 9 0
pursuing solely its material pleasures, and the *1 2 3 4 5 6 7 8 9 0*

SCOTCH ROMAN

TEN POINT

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A world-empire including all the lands and nations about

MEDITERRANEAN SEA, REACHING THE FROZEN
NORTH AND THE TORRID SOUTH AS 1 2 3 4 5 6 7 8 9 0
natural limits, exchanging the virgin *1 2 3 4 5 6 7 8 9 0*

SCOTCH ROMAN

ELEVEN POINT

[*Solid*]

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ASPIRED TO BE HIS SOLE SUCCESSOR, HOPING TO COMPLETE HIS WORK AND *regenerate the distracted world by*

1 2 3 4 5 6 7 8 9 0

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SCOTCH ROMAN

TWELVE POINT

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THE YOUNGER AND FEEBLER REPUBLIC. AND IF THE REALIZA- 1 2 3 4 5 6 7 8 9 0

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SCOTCH ROMAN

FOURTEEN POINT

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MATTER TO ALEXANDER, WIT 1234567890 *all the resour 1234567890*

BOOKMAN OLD STYLE

SIX POINT

[*Solid*]

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BOOKMAN OLD STYLE

EIGHT POINT

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THE MANIFEST GAIN OF A GREAT PEACE THROUGHO

A M R r y The of 1234567890

BOOKMAN OLD STYLE

TEN POINT

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NORTH AND THE TORRID SOUTH AS ITS NAT-

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BOOKMAN OLD STYLE

TWELVE POINT

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AGAINST THE YOUNGER AND FEEB

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PORSON GREEK

SIX POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λεξον πῶς ἀποβεβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηριου· σοὶ γὰρ δὴ λεγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκεινῳ πειθόμενον πράττειν. Ἐβουλόμην ἄν, ὦ Κῦρε, οὕτως ἔχειν· νῦν δὲ πάντα τἀναντια εὐθὺς ἐξ ἀρχῆς πράττων προσηνέχθην τῷ Ἀπόλλωνι. Πῶς δέ; ἔφη ὁ Κῦρος· δίδασκε· πάνυ γὰρ παράδοξα λέγεις. Ὅτι πρῶτον μέν, ἔφη, ἀμελήσας, ἐρωτᾶν τὸν θεὸν εἴ τι ἐδεόμην, ἀπεπειρώμην αὐτοῦ εἰ δύναιτο ἀληθεύειν.

EIGHT POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον πράττειν. Ἐβουλόμην ἄν, ὦ Κῦρε, οὕτως ἔχειν· νῦν δὲ πάντα τἀναντία εὐθὺς ἐξ ἀρχῆς πράττων προσηνέχθην τῷ

TEN POINT (ON NINE- OR TEN-POINT BODY)

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ELEVEN POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λεξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ ι ς ς

TWELVE POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί

MONOTYPE

ELEVEN POINT MONOTYPE

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον

ANTIQUE GREEK

EIGHT POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον πράττειν. Ἐβουλόμην ἄν, ὦ Κῦρε, οὕτως ἔχειν· νῦν δὲ πάντα τἀναντία εὐθὺς ἐξ ἀρχῆς πράττων προσηνέχθην τῷ Ἀπόλλωνι. Πῶς δέ; ἔφη ὁ Κῦρος· δίδασκε· πάνυ γὰρ

ELEVEN POINT

Τάδε δέ μοι πάντως, ἔφη, Κροῖσε, λέξον πῶς ἀποβέβηκε τὰ ἐκ τοῦ ἐν Δελφοῖς χρηστηρίου· σοὶ γὰρ δὴ λέγεται πάνυ γε τεθεραπεῦσθαι ὁ Ἀπόλλων καί σε πάντα ἐκείνῳ πειθόμενον πράττειν. Ἐβουλόμην ἄν, ὦ Κῦρε, οὕτως

INSCRIPTION GREEK

TEN POINT

PHΣANTA ΨI PAΦYΛAΞAOTA
ΠAN AΓ ΥPAΦYΔAΞNTA
TAMIЄΨΣANTAΔEKAΠ TΞΨΖANTA
ϚPAMMATEΨΣANTAKAITHϚΦIΛOΣEBAΣTOY

HEBREW

SIX POINT

מְשְׁלֵי שְׁלֹמֹה בֶּן־דָּוִד מֶלֶךְ יִשְׂרָאֵל׃ לָדַעַת חָכְמָה וּמוּסָר לְהָבִין
אִמְרֵי בִינָה׃ לָקַחַת מוּסַר הַשְׂכֵּל צֶדֶק וּמִשְׁפָּט וּמֵישָׁרִים׃ לָתֵת
לִפְתָאיִם עָרְמָה לְנַעַר דַּעַת וּמְזִמָּה׃ יִשְׁמַע חָכָם וְיוֹסֶף לֶקַח וְנָבוֹן

NINE POINT

מְשְׁלֵי שְׁלֹמֹה בֶּן־דָּוִד מֶלֶךְ יִשְׂרָאֵל׃ לָדַעַת חָכְמָה וּמוּסָר
לְהָבִין אִמְרֵי בִינָה׃ לָקַחַת מוּסַר הַשְׂכֵּל צֶדֶק וּמִשְׁפָּט
וּמֵישָׁרִים׃ לָתֵת לִפְתָאיִם עָרְמָה לְנַעַר דַּעַת וּמְזִמָּה׃ יִשְׁמַע

NESTORIAN SYRIAC

NINE POINT

ܥܒܕ ܐܝܟ ܕܡܢ ܕܝܡܝܢܐ ܠܣܡܐܠܐ ܘܟܠ ܫܪ ܠܣܡܐܠ ܐܝܟ ܕܡܢ ܣܡܐܠܐ ܠܝܡܝܢܐ. ܘܥܠ ܗܕܐ ܐܡܪ ܐܠܗܐ ܓܒܪ ܘܥܠ ܐܝܟ ܕܡܢ ܐܬܝ ܟܬܒܗ ܒܝܡܝܢܗ ܘܐܝܟ ܕܡܢ ܐܬܝ ܟܬܒܗ ܒܣܡܐܠܗ ܐܡܐ ܦܥܠܐ ܒܝܬ ܐܬܝ ܟܬܒܗ ܒܣܡܐܠܗ ܐܡ ܢܗܘ ܒܝܬ ܐܬܝ ܟܬܒܗ ܒܝܡܝܢܗ ܐܝܟ ܕܡܢ ܕܐܬܟܬܒ ܒܝܬ ܐܬܟܬܒ ܒܝܡܝܢܗ ܐܝܟ ܕܡܢ ܕܐܬܟܬܒ ܒܣܡܐܠܗ ܐܡ ܢܗܘ ܒܝܬ ܐܬܟܬܒ ܒܣܡܐܠܗ ܐܝܟ ܕܡܢ ܕܐܬܟܬܒ ܒܝܡܝܢܗ

ARABIC

NINE POINT

فقال العرب تنسب كلّ خير الى اليمين وكلّ شرّ الى الشمال ولذلك قال الله عزّ وجلّ فأمّا مَن أُوتِيَ كِتابَهُ بِيَمِينِهِ وأمّا من أُوتِيَ كتابهُ بشماله فاما الفعْل فى مثل يجِلْ ويجلْ فانما احتملت الكسر فيهما لتنقلبَ الواوْ

ETHIOPIC

NINE POINT

መጽሐፈ ፡ ጤቀላ ፡ አመ ፡ ይሰብክ ፡ ጳውሎስ ፡ ውስተ ፡ ዙሉ ፡ አህጉር ፡ ወበጽሐ ፡ መቄዶንያ ፡ ወነደረ ፡ ማኅደሮ ፡ ለታምሬኖስ ፡ ወይቤ ፡ እንዘ ፡ ይሜህር ፡ ወይጌሥጸሙ ፡ መጻእነ ፡ ንስብክ ፡ መንግሥተ ፡ ሰማያት ፡ በቃለ ፡ እግዚአብሔር ፡ ብፁዓን ፡ እለ ፡ የአምኑ ፡ በልቦሙ ፡ ወወልደ ፡ እግዚአብሔር ፡ አስመ ፡ ኢየሱስ ፡ ክርስቶስ ፡ ብሂል ፡ መድኀኔ ፡ ዓለም ፡ ዘአስተርአየ ፡ በሥጋ ፡ ሰብእ ፡ እንዘ ፡ እግዚአብሔር ፡ ውእቱ ፡ ክነ ፡ ሰብእ ፡ ከመ ፡ ይድኀን ፡ ሰብእ ፡ ወከመ ፡ ምወታነ ፡

MISCELLANEOUS SIGNS

SIX POINT

= ≕ + ± − ∓ × ± < ≠ ≠ ≷ ≦ ≡ ° ′ ″ / # ‖ ←

EIGHT POINT

= + ± − ÷ × ± : :: ≒ ± < ∴ | ⊥ ∠ √ ∛ ° ′ ″ ″ # ⊙ ⊕

NINE POINT

= + − ÷ × < ± ⊥ ≡ : :: ≒ / ⟨ ‖ ° ′ ″ ! ⁘ ∟ ∛

℡ ⁘ # ♂

TEN POINT

= + − ÷ × < △ △ □ : :: ≒ ± ∓ ≠ ≡ ≦ ≷

∠ √ ∛ ∠ ⊥ ≐ ≒ → ′ ″ ⁘ ! ⁘ # / ∂ ♄ ♋ ♂

♅ ♌ ♐ ♈ ♒ ♏ ♋ ♊ ♎ ♍ ♑ ♓ ♍

:: ∴ ∠ ∠ ⌢ ⁄⁄ ⁄ ‖ | ⨯ ⊕

ELEVEN POINT

= + − ÷ × < △ □ : :: ≒ ± √ ∛ / ⟨ ‖

° ′ ″ ⁘ ! ⁘ # ☿ ♀ ♁ ♃ ♋ ♄ ♂ ♅ ♌ ♐ ♈ ♒ ♏ ♋ ♊ ♎ ♍ ♑ ♓ ~ ∞ ⊥

ℳ ℞ q ∫

SEVEN POINT

FIVE POINT = + − ÷ · # TWELVE POINT

÷ + − ′ ″ ≠

∫ ∫ ∫ ∫ ∫ √ √ √ √

CANCELED LETTERS AND FIGURES

EIGHT POINT

1234567890 abcdefghijklmnopqrstuvwxyz 1234567890

MONOTYPE MISCELLANEOUS SIGNS

Six Point

+ − × ÷ = ± < · · " ? ! ' / ° ′ * † ‡ § ¶ % ⅛ ¼ ⅜ ½ ⅝ ¾ ⅞ ⅛ ¼ ⅜ ½ £ $
○ ⊕ ⊖ ⊜ S N

Seven Point

+ − × ÷ = ± >

Eight Point

∠ ◿ △ ◬ ‖ □ ⊙ Ⓢ ≷ ≦ ≮ ≯ ≡ ≠ ∓ ⁄⁄ ⊥ ¯ ≅ | < >
+ − × ÷ = ± ° ′ ? ! " < · · c / % * † ‡ § ¶ ⅛ ¼ ⅜ ½ ⅝ ¾ ⅞ ⅛ ¼ ⅜ ½
£ $ " ○ √ d h m s M | ⊂ ⊃ ⌈ ⌉

Nine Point

∠* ◿* △* ◬* ‖ ○ ⊙ Ⓢ ≷ ≮* ≯* ≡ ≠ ∓ ⁄⁄ ⊥ ≅ * ¯ ~ ∽ <* >* ·
+ − × ÷ = ± ° ′ ? ! " | / % * † ‡ § ¶ ⅛ ⅓ ⅔ ⅛ ¼ ⅜ ½ ⅝ ¾ ⅞ £ $
£ P ' < > d h m s M

* 8 point on 9 point.

Ten Point

∠ ◿ △ ◬ ‖ ○ ⊙ Ⓢ ≦ ≷ ≠ ∓ ⁄⁄ ⊥ ≡ ≅ ≅ ≃ < > ·
+ − × ÷ = ± · < > ? ! " ° ′ | / % * † ‡ § ¶ ⅛ ⅓ ⅔ ⅛ ⅜ ⅝
※ ⅞ ¼ ½ ¾ £ d h m mg M " ⌈ ⌉ S N

Eleven Point

+ − × ÷ = ° ′ ? ! " ⊂ ⊃ | / * † ‡ § ¶ % ⅛ ⅓ ⅔ ⅛ ⅜ ⅝ ⅞ ¼ ½
¾ £ d h m s mg M < >

Twelve Point

+ − × = ÷ ± ° ′ * † ‡ § ¶ ⅙ ⅓ ⅔ ⅛ ⅜ ⅝ ⅞ ¼ ½ ¾
£ $ ⌈ ⌉ ⊂ ⊃

MONOTYPE SUPERIOR AND INFERIOR LETTERS AND FIGURES

OLD STYLE

SUPERIOR

Six Point

a b c d e f g h i j k l m n o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

Seven Point

1 2 3 4 5 6 7 8 9 0

Eight Point

a b c d e f g h i j k l m n o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

Nine Point

a b c d e f g h i j k l m n o p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

Ten Point

a b c d e f g h i j k l m n o p q r s t u v w

x y z *a b c d e f g h i j k l m n o p q r s*

t u v w x y z 1 2 3 4 5 6 7 8 9 0

Eleven Point

a b c d e f g h i j k l m n o p q r s t u v

w x y z 1 2 3 4 5 6 7 8 9 0

INFERIOR

1 2 3 4 5 6 7 8 9 0

2 3 4 5 6 7 8 9 0

1 2 3 4 5 6 7 8 9 0 $\alpha\beta\gamma\delta\epsilon\zeta\eta$

1 2 3 4 5 6 7 8 9 0

a b c d e f g h i j k l m n o p q r s t u v w

x y z 1 2 3 4 5 6 7 8 9 0 $\alpha\beta\gamma\delta\epsilon\zeta\eta$

1 2 3 4 5 6 7 8 9 0 $\alpha\beta\gamma\delta\epsilon\zeta\eta$

MODERN

SUPERIOR

Six Point

1 2 3 4 5 6 7 8 9 0

Seven Point

1 2 3 4 5 6 7 8 9 0

Eight Point

1 2 3 4 5 6 7 8 9 0

Nine Point

1 2 3 4 5 6 7 8 9 0

Eleven Point

1 2 3 4 5 6 7 8 9 0

INFERIOR

1 2 3 4 5 6 7 8 9 0

1 2 3 4 5 6 7 8 9 0

1 2 3 4 5 6 7 8 9 0

Ten Point

SUPERIOR

1 2 3 4 5 6 7 8 9 0 + − ± × ÷ = · ( ] ° ′ ? ! - ; : , .

INFERIOR

a b c d e f g h i j k l m n o p q r s t u v w

x y z 1 2 3 4 5 6 7 8 9 0 + − ± × ÷

= < ′ ; : , .

CASLON OLD STYLE

EIGHTEEN POINT

When thoughtful Greeks like 1234
THE FIRST TIME THAT THE

TWENTY-TWO POINT

When thoughtful Greeks 5678
THE FIRST TIME THAT

TWENTY-FOUR POINT

When thoughtful Gr 9012
THE FIRST TIME TH

THIRTY POINT

When thoughtful 3456
THE FIRST TIME T

THIRTY-SIX POINT

When thoug 7890
THE FIRST TIM

CASLON OLD STYLE

FORTY-EIGHT POINT

When th 1234
THEFIRST

CASLON OLD STYLE ITALIC

EIGHTEEN POINT

When thoughtful Greeks like Pol 1234
THE FIRST TIME THAT THE

TWENTY-TWO POINT

When thoughtful Greeks like 5678
THE FIRST TIME THAT

TWENTY-FOUR POINT

When thoughtful Greeks 9012
THE FIRST TIME THA

THIRTY POINT

WHEN thoughtfu 3456

NO. 8 OLD STYLE

TWENTY-TWO POINT

When thoughtful Gre 1234
THE FIRST TIME TH

TWENTY-FOUR POINT

When thoughtful 5678
THE FIRST TIME

THIRTY-TWO POINT

When thoug 9012
THE FIRST TIM

FORTY-FOUR POINT

When th 345
THE FIRST

NO. 8 OLD STYLE ITALIC

TWENTY-TWO POINT

When thoughtful Gr 1234
THE FIRST TIME TH

TWENTY-FOUR POINT

When thoughtful 5678
THE FIRST TIME

THIRTY-TWO POINT

When thou 9012
THE FIRST T

FORTY-FOUR POINT

When tho 345
THE FIRST

ELZEVIR ITALIC

TEN POINT

THE FIRST TIME THAT THE A D M N R 12345

CONDENSED OLD STYLE

EIGHT POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD 12345

NINE POINT

THE FIRST TIME THAT THE GRAND PROSPECT H 67890

TEN POINT

THE FIRST TIME THAT THE GRAND PROS 12345

TWELVE POINT

THE FIRST TIME THAT THE G 67890

SIXTEEN POINT

THE FIRST TIME THAT THE G 1234

EIGHTEEN POINT

THE FIRST TIME THAT T 5678

TWENTY POINT

THE FIRST TIME T 9012

TWENTY TWO POINT

THE FIRST TIME T 3456

TWENTY FOUR POINT

THE FIRST TIM 7890

TWENTY EIGHT POINT

THE FIRST TI 1234

CONDENSED OLD STYLE

THIRTY-TWO POINT

THE FIRST 5678

THIRTY-SIX POINT

THE FIRS 9012

FORTY POINT

THE FIR 3456

EXTENDED OLD STYLE

TWENTY FOUR POINT

When thought 123
THE FIRST TIME

THIRTY TWO POINT

When tho 45
THE FIRST I

EXTENDED OLD STYLE

FORTY-EIGHT POINT

When 78
THE FIR

FRENCH OLD STYLE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth 12345
WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE FALL OF CARTHAGE AND
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH

SEVEN POINT

WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE FALL 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carth 12345
WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW THE FALL
THE FIRST TIME THAT THE GRAND PROSPECT HAD B

TEN POINT

WHEN THOUGHTFUL GREEKS LIKE POLYBIUS SAW 67890
THE FIRST TIME THAT THE GRAND PROSPECT

TWELVE POINT

WHEN THOUGHTFUL GREEKS LIKE POLY 12345
THE FIRST TIME THAT THE GRAND PRO

FRENCH OLD STYLE

FOURTEEN POINT

THE FIRST TIME THAT THE GR 67890

SIXTEEN POINT

THE FIRST TIME THAT THE 1234

TWENTY POINT

THE FIRST TIME T 5678

TWENTY-FOUR POINT

THE FIRST TIME 901

THIRTY POINT

THE FIRST TI 234

THIRTY-SIX POINT

THE FIRST 56

FORTY-EIGHT POINT

THE FI 78

SIXTY POINT

THE 901

CHELTENHAM OLD STYLE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they mu 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FO

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of C 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE

TEN POINT

When thoughtful Greeks like Polybius saw the fall of Ca 12345
THE FIRST TIME THAT THE GRAND PROSPEC

TWELVE POINT

When thoughtful Greeks like Polybius saw the f 67890
THE FIRST TIME THAT THE GRAND PR

ACCENTED LETTERS—SIX TO TWELVE POINT

ÀÂÄ ÈÉÊË ÌÎÏ ÒÔÖ ÙÛÜ Ç Ñ
àáâä èéêë ìíîï òóôö ùúûü ç ñ

CHELTENHAM OLD STYLE ITALIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BE

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 12345
THE FIRST TIME THAT THE GRAND PROSPE

TWELVE POINT

When thoughtful Greeks like Polybius saw th 67890
THE FIRST TIME THAT THE GRAND P

CHELTENHAM OLD STYLE ITALIC

FOURTEEN POINT

When thoughtful Greeks like Polybius 1234
THE FIRST TIME THAT THE GR

EIGHTEEN POINT

When thoughtful Greeks like 5678
THE FIRST TIME THAT T

TWENTY-FOUR POINT

When thoughtful Greek 901
THE FIRST TIME TH

THIRTY POINT

When thoughtful 1908

THIRTY-SIX POINT

When thought 190

SPECIAL CHARACTERS—ALL SIZES

A B D E G M N P R T U

ACCENTED LETTERS—SIX TO TWELVE POINT

Ä É Ö Ü Ñ
à á â ä è é ê í î ï ò ò ö ô ù ú û ü ç ñ

CHELTENHAM WIDE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of C 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FO

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE

TEN POINT

When thoughtful Greeks like Polybius saw the fa 12345
THE FIRST TIME THAT THE GRAND PROSPEC

TWELVE POINT

When thoughtful Greeks like Polybius saw 67890
THE FIRST TIME THAT THE GRAND PR

FOURTEEN POINT

When thoughtful Greeks like Polyb 1234
THE FIRST TIME THAT THE GRA

EIGHTEEN POINT

When thoughtful Greeks lik 5678
THE FIRST TIME THAT TH

TWENTY-FOUR POINT

When thoughtful Gr 9012
THE FIRST TIME THA

CHELTENHAM WIDE

THIRTY POINT

When thoughtful 345
THE FIRST TIME T

THIRTY-SIX POINT

When though 678
THE FIRST TIM

FORTY-TWO POINT

When thou 90
THE FIRST T

FORTY-EIGHT POINT

When tho 12

ACCENTED LETTERS—SIX TO TWELVE POINT

ÀÂÄ ÈÊË ÌÎÏ ÒÖ ÙÛÜ Ç Ñ
àáâä èéê ìí òóö ùúûü ç ñ

CHELTENHAM CONDENSED

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Connth, they must ha 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE W

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corint 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORT

TEN POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall of 67890
THE FIRST TIME THAT THE GRAND PROSPECT H

FOURTEEN POINT

When thoughtful Greeks like Polybius saw 12345
THE FIRST TIME THAT THE GRAND PRO

EIGHTEEN POINT

When thoughtful Greeks like Pol 67890
THE FIRST TIME THAT THE GRA

TWENTY-FOUR POINT

When thoughtful Greeks 1234
THE FIRST TIME THAT TH

CHELTENHAM BOLD EXTRA CONDENSED

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that the 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WORLD. WHEN AL

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WO

TEN POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FO

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall of Cartha 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HE

FOURTEEN POINT

When thoughtful Greeks like Polybius saw the fal 12345
THE FIRST TIME THAT THE GRAND PROSPECT HA

EIGHTEEN POINT

When thoughtful Greeks like Polybius s 67890
THE FIRST TIME THAT THE GRAND PRO

CHELTENHAM BOLD EXTRA CONDENSED

TWENTY-FOUR POINT

When thoughtful Greeks like Po 123
THE FIRST TIME THAT THE GR

THIRTY POINT

When thoughtful Greeks l 456
THE FIRST TIME THAT THE

THIRTY-SIX POINT

When thoughtful Gr 789
THE FIRST TIME THAT

CHELTENHAM BOLD CONDENSED

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE W

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Cor 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FOR

TEN POINT

When thoughtful Greeks like Polybius saw the fall of Car 12345
THE FIRST TIME THAT THE GRAND PROSPECT HELD F

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall 67890
THE FIRST TIME THAT THE GRAND PROSPECT H

FOURTEEN POINT

When thoughtful Greeks like Polybius sa 12345
THE FIRST TIME THAT THE GRAND PRO

EIGHTEEN POINT

When thoughtful Greeks like P 67890
THE FIRST TIME THAT THE GRA

CHELTENHAM BOLD CONDENSED

TWENTY-FOUR POINT

When thoughtful Greeks 1234
THE FIRST TIME THAT T

THIRTY POINT

When thoughtful Gre 567
THE FIRST TIME THA

THIRTY-SIX POINT

When thoughtful 890
THE FIRST TIME T

CHELTENHAM BOLD

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and o 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD F

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of C 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BE

TEN POINT

When thoughtful Greeks like Polybius saw t 12345
THE FIRST TIME THAT THE GRAND PROSPE

TWELVE POINT

When thoughtful Greeks like Polybius s 67890
THE FIRST TIME THAT THE GRAND PR

FOURTEEN POINT

When thoughtful Greeks like Po 1234
THE FIRST TIME THAT THE GR

EIGHTEEN POINT

When thoughtful Greeks 5678
THE FIRST TIME THAT TH

TWENTY-FOUR POINT

When thoughtful G 901
THE FIRST TIME THA

CHELTENHAM BOLD

THIRTY POINT

When thoughtf 234
THE FIRST TIME T

THIRTY-SIX POINT

When thoug 567
THE FIRST TIM

FORTY-TWO POINT

When thou 89
THE FIRST T

FORTY-EIGHT POINT

When th 23
THE FIRST

CHELTENHAM BOLD

SIXTY POINT

When 14
THE FIR

SEVENTY-TWO POINT

When 5

ACCENTED LETTERS—SIX TO TWELVE POINT

ÀÂÄ ÈÉÊË ÌÍÏ ÒÔÖ ÙÛÜ Ç Ñ àáâä èéêë ìíïï òóôö ùúûü ç ñ

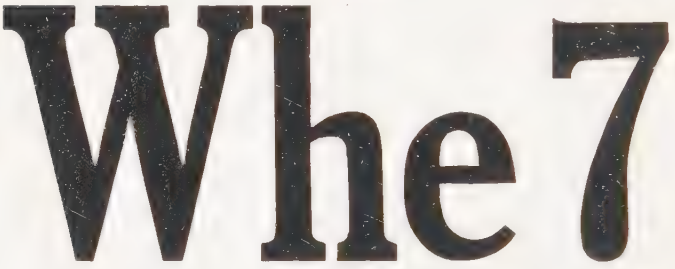
CHELTENHAM BOLD CONDENSED

SEVENTY-TWO POINT

When 6

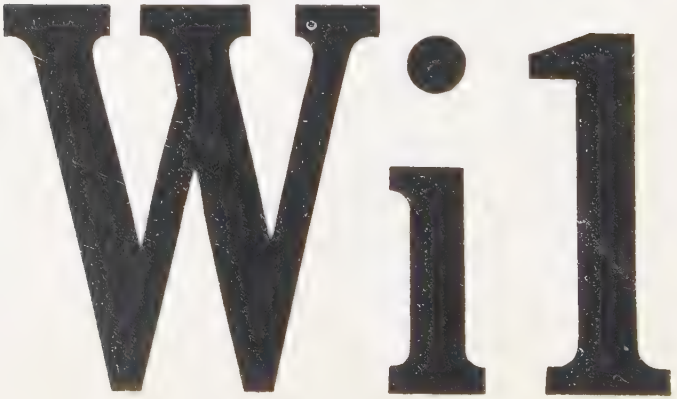
CHELTENHAM BOLD CONDENSED

NINETY-SIX POINT



ONE-HUNDRED-AND-TWENTY POINT

ONE-HUNDRED-AND-FORTY-FOUR POINT



CHELTENHAM BOLD CONDENSED

ONE-HUNDRED-AND-EIGHTY POINT

TWO-HUNDRED-AND-SIXTEEN POINT

CHELTENHAM BOLD ITALIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage a 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of C 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BE

TEN POINT

When thoughtful Greeks like Polybius saw 12345
THE FIRST TIME THAT THE GRAND PROS

TWELVE POINT

When thoughtful Greeks like Polybius 67890
THE FIRST TIME THAT THE GRAND P

FOURTEEN POINT

When thoughtful Greeks like P 12345
THE FIRST TIME THAT THE GR

EIGHTEEN POINT

When thoughtful Greeks 5678
THE FIRST TIME THAT T

TWENTY-FOUR POINT

When thoughtful 9012
THE FIRST TIME TH

CHELTENHAM BOLD ITALIC

THIRTY POINT

When thought 345
THE FIRST TIME

THIRTY-SIX POINT

When thou 678
THE FIRST TI

FORTY-TWO POINT

When tho 90
THE FIRST

FORTY-EIGHT POINT

When th 12
THE FIRS

ACCENTED LETTERS—SIX TO TWELVE POINT

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CLARENDON

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage an 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HEL

NINE POINT

When thoughtful Greeks like Polybius saw the fall of 67890
THE FIRST TIME THAT THE GRAND PROSPECT HA

ELEVEN POINT

When thoughtful Greeks like Polybius sa 12345
THE FIRST TIME THAT THE GRAND PRO

SEVEN POINT FIGURES

1 2 3 4 5 6 7 8 9 0

IONIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Car 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD B

TITLE GOTHIC

SIX POINT NO. SEVENTY-ONE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORT 12345

SIX POINT NO. SEVENTY-TWO

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN 67890

DELLA ROBBIA

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN SET FORTH

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN S

TEN POINT

When thoughtful Greeks like Polybius saw the fall o 12345
THE FIRST TIME THAT THE GRAND PROSPE

TWELVE POINT

When thoughtful Greeks like Polybius saw th 67890
THE FIRST TIME THAT THE GRAND PR

FOURTEEN POINT

When thoughtful Greeks like Polybi 1234
THE FIRST TIME THAT THE G

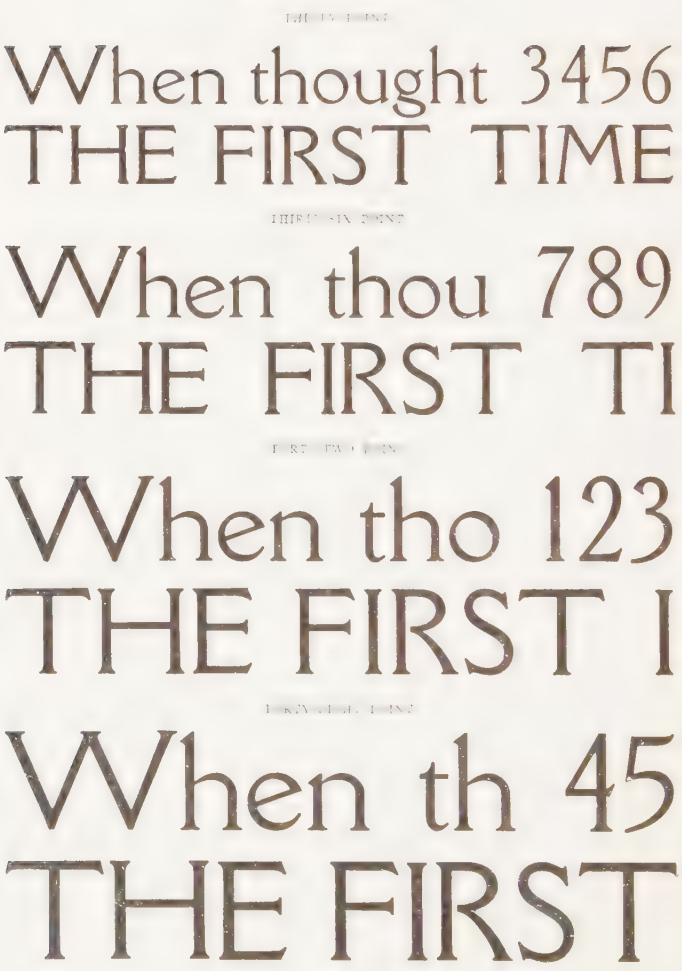
EIGHTEEN POINT

When thoughtful Greeks li 5678
THE FIRST TIME THAT T

TWENTY-FOUR POINT

When thoughtful G 9012
THE FIRST TIME TH

DELLA ROBBIA



CUSHING OLD STYLE

FOURTEEN POINT NO. ONE

When thoughtful Greeks like Polybius 12345
THE FIRST TIME THAT THE GRAND P

FOURTEEN POINT NO. TWO

When thoughtful Greeks like P 67890
THE FIRST TIME THAT THE GR

EIGHTEEN POINT

When thoughtful Greeks l 1234
THE FIRST TIME THAT TH

TWENTY-FOUR POINT

When thoughtful G 567
THE FIRST TIME TH

THIRTY SIX POINT

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THE FIRST TI

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SIX POINT

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EIGHT POINT

THE FIRST TIME THAT THE GRAND PROSPECT 67890

TEN POINT

THE FIRST TIME THAT THE GRAND PRO 12345

ELEVEN POINT

THE FIRST TIME THAT THE GRAND 67890

TWELVE POINT

THE FIRST TIME THAT THE GRAN 12345

FOURTEEN POINT

THE FIRST TIME THAT THE 1234

EIGHTEEN POINT

THE FIRST TIME THA 5678

TWENTY-FOUR POINT

THE FIRST TIME 9012

THIRTY POINT

THE FIRST TI 345

POST OLD STYLE

SIX POINT

When thoughtful Greeks like Polybius saw 12345
THE FIRST TIME THAT THE GRAND PROSPE

EIGHT POINT

When thoughtful Greeks like Poly 67890
THE FIRST TIME THAT THE GRAND PR

TEN POINT

When thoughtful Greeks lik 12345
THE FIRST TIME THAT THE GR

TWELVE POINT

When thoughtful Greeks 67890
THE FIRST TIME THAT THE

EIGHTEEN POINT

When thoughtful 1234
THE FIRST TIME TH

TWENTY-FOUR POINT

When thoug 5678
THE FIRST TIME

THIRTY-SIX POINT

When THO

SPECIAL CHARACTERS—ALL SIZES

The of & ſ

PACKARD

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of C 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN

TEN POINT

When thoughtful Greeks like Polybius saw the fall of Ca 67800
THE FIRST TIME THAT THE GRAND PROSPECT

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall 12345
THE FIRST TIME THAT THE GRAND PROS

FOURTEEN POINT

When thoughtful Greeks like Polybius s 67890
THE FIRST TIME THAT THE GRAND

EIGHTEEN POINT

When thoughtful Greeks like P 12345
THE FIRST TIME THAT THE

TWENTY-FOUR POINT

When thoughtful Greek 67890
THE FIRST TIME THAT

THIRTY POINT

When thoughtful G 123
THE FIRST TIME T

PACKARD

THIRTY-SIX POINT

When thought 4567
THE FIRST TIM

FORTY-EIGHT POINT

When tho 890
THE FIRST

SPECIAL CHARACTERS—ALL SIZES

Th th ty & $

CLOISTER BLACK

TWELVE POINT

When thoughtful Greeks like Polyb 1234567890

DE VINNE

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and o 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FO

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD B

TEN POINT

When thoughtful Greeks like Polybius saw the 12345
THE FIRST TIME THAT THE GRAND PROSPECT

TWELVE POINT

When thoughtful Greeks like Polyb 67890
THE FIRST TIME THAT THE GRAND

EIGHTEEN POINT

When thoughtful Greek 1234
THE FIRST TIME THAT T

TWENTY-FOUR POINT

When thoughtful 567
THE FIRST TIME T

THIRTY POINT

When though 890
THE FIRST TIM

DE VINNE

THIRTY-SIX POINT

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FORTY-TWO POINT

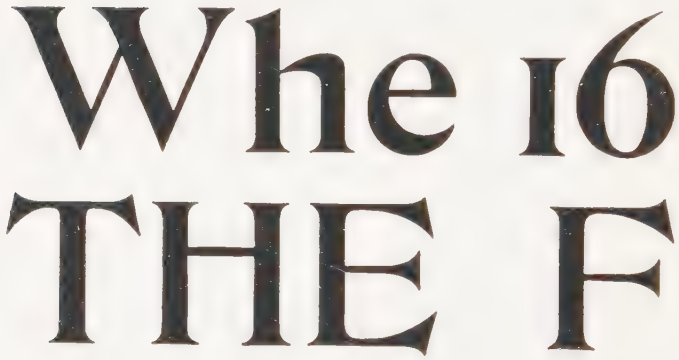
When th 34
THE FIRST

SIXTY POINT

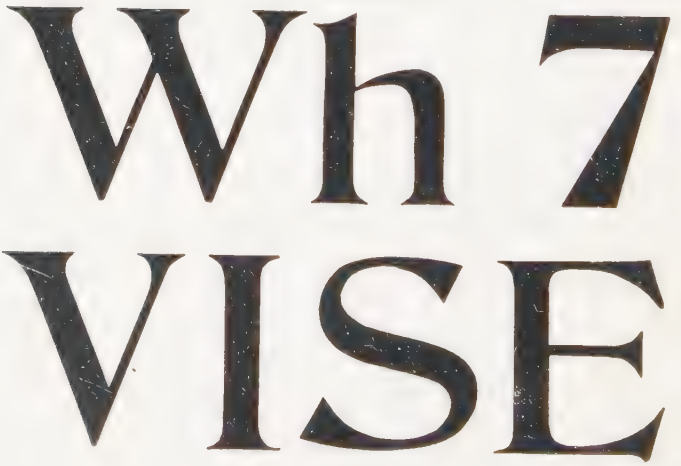
When 15
THE FI

DE VINNE

SEVENTY-TWO POINT

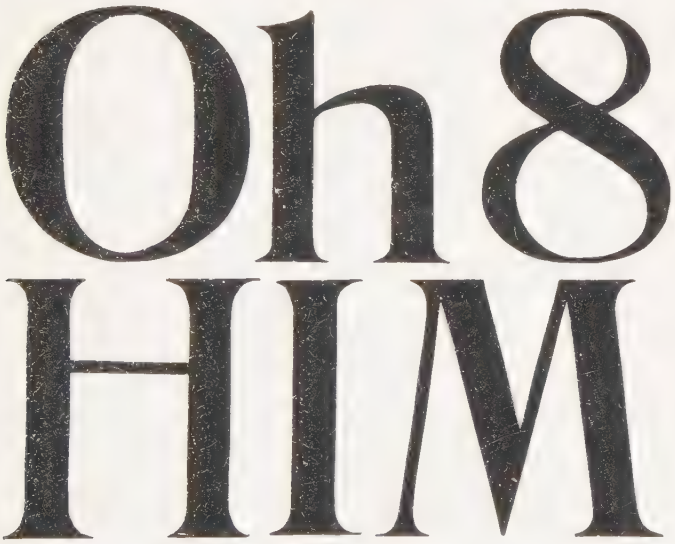


SEVENTY-TWO POINT A

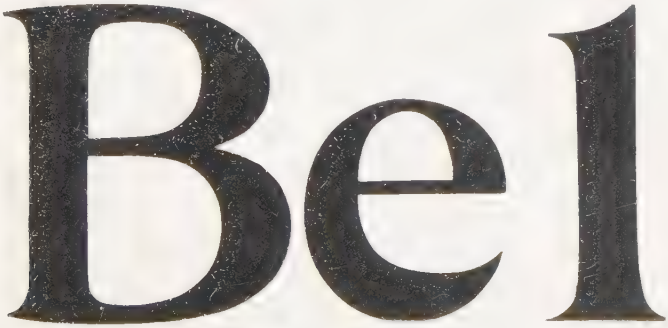


DE VINNE

NINETY-SIX POINT



ONE-HUNDRED-AND-TWENTY POINT



DE VINNE CONDENSED

SEVENTY-TWO POINT

When 1

NINETY-SIX POINT

The 2

ONE-HUNDRED-AND-TWENTY POINT

His 3

DE VINNE CONDENSED

ONE-HUNDRED-AND-EIGHTY POINT

JENSON OLD STYLE ITALIC

FORTY-EIGHT POINT

THE thoug 56

BOLD-FACE ITALIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Cartha 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN

NINE POINT

When thoughtful Greeks like Polybius saw the 67890
THE FIRST TIME THAT THE GRAND PROSPE

SCOTCH ROMAN

[illegible] POINT

When thoughtful Greeks 1234
THE FIRST TIME THAT
When thoughtful Greeks 123

TWENTY-FOUR POINT

When thoughtful 5678
THE FIRST TIME T
When thoughtful Gr 1

THIRTY POINT

When thought 901
THE FIRST TIM

THIRTY-SIX POINT

When thou 456
THE FIRST T

SCOTCH ROMAN

FORTY-EIGHT POINT

When th 78
THE FIRS

SIXTY POINT

When 90
THE FI

SEVENTY-TWO POINT

Whe 12
THE F

LIGHT-FACE GOTHIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HE

SIX POINT COMBINATION GOTHIC NO. ONE HUNDRED AND SIXTY-THREE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WORLD 12345

GOTHIC CONDENSED

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, th 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO TH

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthag 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HE

TEN POINT

When thoughtful Greeks like Polybius saw the fall 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD

TWELVE POINT

When thoughtful Greeks like Polybius sa 6789
THE FIRST TIME THAT THE GRAND PROSPE

EIGHTEEN POINT

When thoughtful Greeks like P 1234
THE FIRST TIME THAT THE GRA

TWENTY-TWO POINT

When thoughtful Greeks 5678
THE FIRST TIME THAT THE G

COPPERPLATE

SIX POINT

NO. ONE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WOR 12345

NO. TWO

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH 67890

NO. THREE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN H 12345

NO. FOUR

THE FIRST TIME THAT THE GRAND PROSPECT 67890

TWELVE POINT

NO. ONE

THE FIRST TIME THAT THE GRAND PR 12345

NO. TWO

THE FIRST TIME THAT THE GR 67890

WHITTIER

TWELVE POINT

NO. THREE

THE FIRST TIME THAT 12345

NO. FOUR

THE FIRST TIME T 6789

EIGHTEEN POINT

NO. ONE

THE FIRST TIM 1234

NO. TWO

THE FIRST T 1678

BLACK GOTHIC

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corin 67890

LINING GOTHIC CONDENSED

SIX POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WORL 1234567890

EIGHT POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WOR 12345

TEN POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH 67890

TWELVE POINT

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN 12345

FOURTEEN POINT

THE FIRST TIME THAT THE GRAND PROSPECT HA 6789

EIGHTEEN POINT

THE FIRST TIME THAT THE GRAND PROS 1234

TWENTY-FOUR POINT

THE FIRST TIME THAT THE GR 5678

THIRTY POINT

THE FIRST TIME THAT T 9012

THIRTY-SIX POINT

THE FIRST TIME TH 3456

FORTY-TWO POINT

THE FIRST TIME 789

LINING GOTHIC CONDENSED

FORTY-EIGHT POINT

THE FIRST TI 123

SIXTY POINT

THE FIRST 145

SEVENTY-TWO POINT

THE FIRST 6

MONARCH

SIXTY POINT

When 12

THE FIR

INTERCHANGEABLE GOTHIC

SIX POINT

NO. ONE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WORLD 12345

NO. TWO

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE 67890

NO. THREE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD 12345

NO. FOUR

THE FIRST TIME THAT THE GRAND PROSPECT HAD BE 67890

NO. FIVE

THE FIRST TIME THAT THE GRAND PROSPE 12345

EIGHT POINT

THE FIRST TIME THAT THE GRAND P 67890

TEN POINT

THE FIRST TIME THAT THE GR 1234

TWELVE POINT

THE FIRST TIME THAT 567

EIGHTEEN POINT

THE FIRST TIM 89

TWENTY-FOUR POINT

THE FIRST 3

ENGRAVER'S BOLD

SIX POINT

NO. ONE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH TO THE WOR 12345

NO. TWO

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FORTH 67890

NO. THREE

THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN 12345

NO. FOUR

THE FIRST TIME THAT THE GRAND PROSPECT 67890

NO FIVE

THE FIRST TIME THAT THE GRAND PR 12345

TWELVE POINT

NO. ONE

THE FIRST TIME THAT THE 67890

NO. TWO

THE FIRST TIME THA 1234

NO. THREE

THE FIRST TIME 5678

ADVERTISING FIGURES

EIGHTEEN POINT NO. ONE

1 2 3 4 5 6 7 8 9 0

EIGHTEEN POINT NO. TWO

1 2 3 4 5 6 7 8 9 0

THIRTY POINT

1 2 3 4 5 6 7 8 9 0

THIRTY POINT OUTLINE

1 2 3 4 5 6 7 8 9 0

LITHO ROMAN

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Cart 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE

EIGHT POINT

When thoughtful Greeks like Polybius saw the 67890
THE FIRST TIME THAT THE GRAND PROSPECT

TEN POINT

When thoughtful Greeks like Polyb 12345
THE FIRST TIME THAT THE GRAND

TWELVE POINT

When thoughtful Greeks like P 67890
THE FIRST TIME THAT THE GR

FOURTEEN POINT

When thoughtful Greeks l 1234
THE FIRST TIME THAT TH

EIGHTEEN POINT

When thoughtful G 5678
THE FIRST TIME THA

TWENTY FOUR POINT

When though 9012
THE FIRST TIME

CONDENSED TITLE

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of C 1908
THE FIRST TIME THAT THE GRAND PROSPECT HAD B

TEN POINT

THE FIRST TIME THAT THE GRAND PR 1908

MAC FARLAND

TEN POINT

When thoughtful Greeks like Polybius saw the 12345
THE FIRST TIME THAT THE GRAND PROSPE
When thoughtful Greeks like Polybius saw the 12345
THE FIRST TIME THAT THE GRAND PROSPEC

FOURTEEN POINT

THE FIRST TIME THAT THE 1234

PAUL REVERE

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carth 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEE
When thoughtful Greeks like Polybius saw the fall of 123456
THE FIRST TIME THAT THE GRAND PROSPECT HAD BE

NINE POINT

When thoughtful Greeks like Polybius saw the fall of 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD

TEN POINT

When thoughtful Greeks like Polybius saw the fa 67890
THE FIRST TIME THAT THE GRAND PROSPECT

REPRODUCING TYPEWRITER

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in the world's history. There was no longer any doubt that all the civilized nations hitherto at variance, or at war, 12345
THE FIRST TIME THAT THE GRAND PROSPECT HAD BEEN HELD FOR

NEW MODEL ELITE REMINGTON TYPEWRITER

TEN POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the great turning-points in t 67890
THE FIRST TIME THAT THE GRAND PROSPECT HAD

REMINGTON TYPEWRITER

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of the gr 12345
THE FIRST TIME THAT THE GRAND PROSPE

NEW MODEL REMINGTON TYPEWRITER

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they must have felt that they had reached one of 67890
THE FIRST TIME THAT THE GRAND PROS

BRADLEY TEXT

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 12345

TWELVE POINT

When thoughtful Greeks like Polybius saw th 12345

EIGHTEEN POINT

When thoughtful Greeks like Pol 1234

TWENTY-FOUR POINT

When thoughtful Greek 5678

TUDOR BLACK

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Cor 12345

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall 67890

TEN POINT

When thoughtful Greeks like Polybius 12345

TWELVE POINT

When thoughtful Greeks like Poly 67890

EIGHTEEN POINT

When thoughtful Greeks 1234

TWENTY POINT

When thoughtful G 5678

THIRTY-SIX POINT

When thou 9012

PRIORY TEXT

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 12345

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 67890

TWELVE POINT

When thoughtful Greeks like Polybius saw th 12345

FOURTEEN POINT

When thoughtful Greeks like Poly 6789

EIGHTEEN POINT

When thoughtful Greeks lik 1234

TWENTY-FOUR POINT

When thoughtful Gree 5678

THIRTY POINT

When thoughtful 9012

THIRTY SIX POINT

When thoug 3456

SIX POINT BLACK NO. THIRTEEN

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corint 12345

TWELVE POINT ENGLISH

When thoughtful Greeks like Polybius saw

CHAUCER TEXT

FOURTEEN POINT

When thoughtful Greeks like Polybius saw 12345

EIGHTEEN POINT

When thoughtful Greeks like Poly 6789

TWENTY-FOUR POINT

When thoughtful Greeks 12345

THIRTY POINT

When thoughtful G 6789

THIRTY-SIX POINT

When thoughtf G 34

FORTY-EIGHT POINT

When though 12

WEDDING TEXT

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Corinth, they 12345

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and 67890

TEN POINT

When thoughtful Greeks like Polybius saw the fall of 12345

TWELVE POINT

When thoughtful Greeks like Polybius saw the 67890

FOURTEEN POINT

When thoughtful Greeks like Polybius saw 12345

EIGHTEEN POINT
NO. ONE

When thoughtful Greeks like Polybius 6789

EIGHTEEN POINT
NO. TWO

When thoughtful Greeks like Poly 0123

TWENTY-FOUR POINT
NO. ONE

When thoughtful Greeks like 4567

TWENTY-FOUR POINT
NO. TWO

When thoughtful Greeks lik 890

ENGRAVER'S OLD ENGLISH

SIX POINT

When thoughtful Greeks like Polybius saw the fall of Carthage and of Cor 12345

EIGHT POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 67890

TEN POINT

When thoughtful Greeks like Polybius saw the fall 12345

TWELVE POINT

When thoughtful Greeks like Polybius saw 67890

FOURTEEN POINT

When thoughtful Greeks like Polybius 1234

EIGHTEEN POINT

When thoughtful Greeks like 5678

TWENTY-FOUR POINT

When thoughtful Gre 9012

THIRTY POINT

When thoughtful 3456

THIRTY-SIX POINT

When thoug 7890

FORTY-EIGHT POINT

When tho 123

TIFFANY SCRIPT

FOURTEEN POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 12345

EIGHTEEN POINT

When thoughtful Greeks like Polybius saw the 67890

TWENTY-FOUR POINT

When thoughtful Greeks like Pl 12345

THIRTY POINT

When thoughtful Greeks like 67890

TIFFANY UPRIGHT

TWELVE POINT

When thoughtful Greeks like Polybius saw the fall of Carthage 12345

FOURTEEN POINT

When thoughtful Greeks like Polybius saw the fall of C 67890

EIGHTEEN POINT

When thoughtful Greeks like Polybius saw 1234

TIFFANY UPRIGHT

TWENTY-FOUR POINT
NO. ONE

When thoughtful Greeks like Polyb 5678

TWENTY-FOUR POINT
NO. TWO

When thoughtful Greeks like P 9012

THIRTY POINT

When thoughtful Greeks l 3456

TIFFANY SHADED

FOURTEEN POINT

When thoughtful Greeks like Polybius saw the fall of 12345

EIGHTEEN POINT

When thoughtful Greeks like Polybius s 67890

TWENTY-FOUR POINT
NO. ONE

When thoughtful Greeks like Polyb 67890

TWENTY-FOUR POINT
NO. TWO

When thoughtful Greeks like P 12345

CAXTON INITIALS

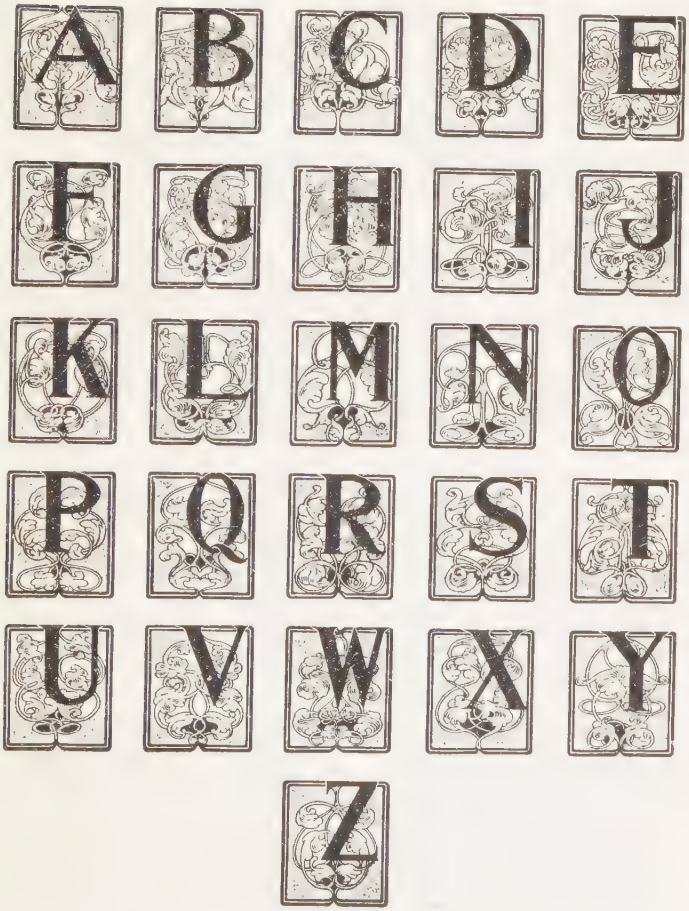
THIRTY-SIX POINT

A B C D E
G H I J L N
O S T W Y

INITIALS

INITIALS

FORTY-EIGHT POINT BURFORD



INITIALS

SEVENTY-TWO POINT BURFORD

INITIALS

SEVENTY-TWO POINT BURFORD

FORTY-EIGHT POINT DELLA ROBBIA

INITIALS

FORTY-EIGHT POINT DELLA ROBBIA

SEVENTY-TWO POINT DELLA ROBBIA

INITIALS

SEVENTY-TWO POINT DELLA ROBBIA

INITIALS

SEVENTY-TWO POINT DELLA ROBBIA

SIXTY POINT ROYCROFT

INITIALS

SIXTY POINT ROYCROFT

INITIALS

THIRTY POINT JENSON

MISCELLANEOUS

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INITIALS

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INITIALS

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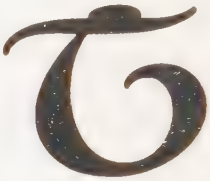

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INITIALS

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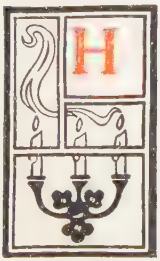

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THE UNIVERSITY OF CHICAGO COAT-OF-ARMS

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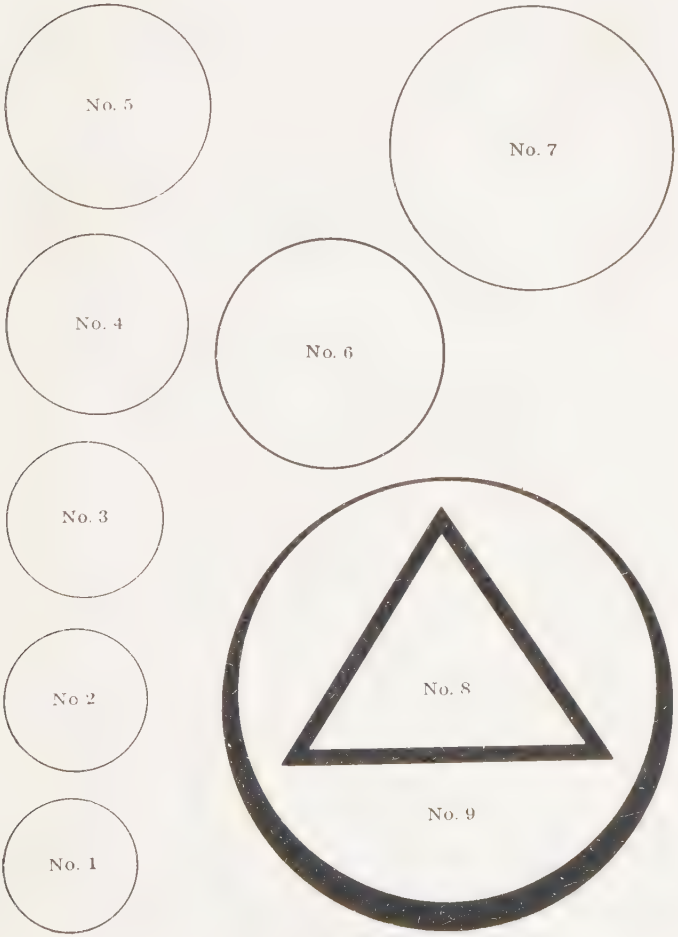
BRASS CIRCLES



ORNAMENTS

ORNAMENTS

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ORNAMENTS

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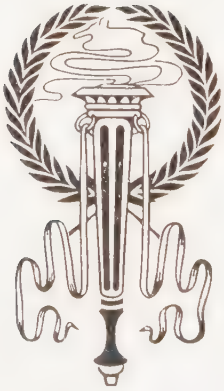

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ORNAMENTS

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ORNAMENTS

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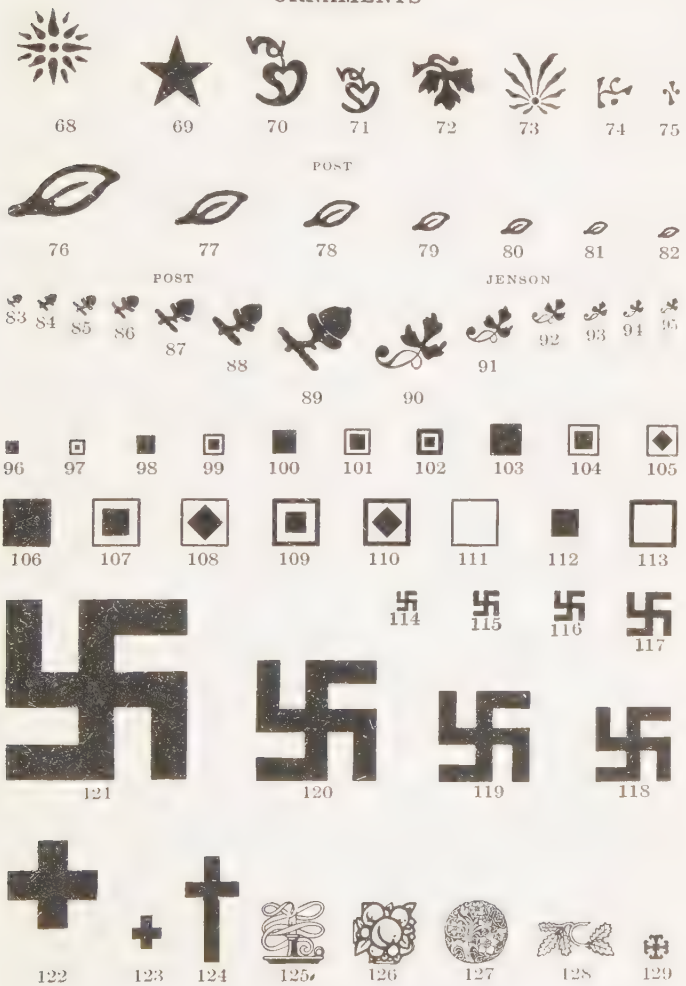
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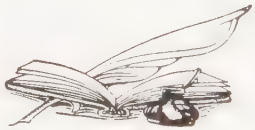

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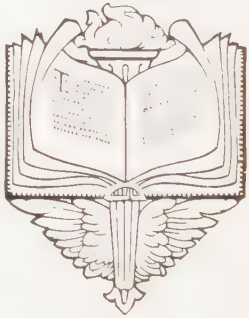

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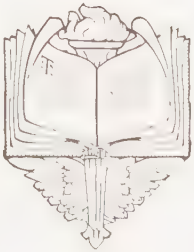

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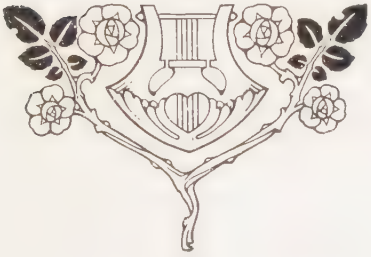

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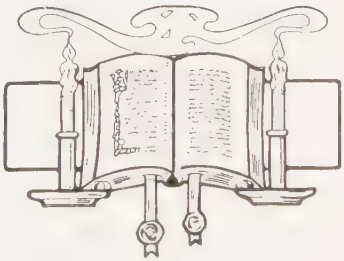

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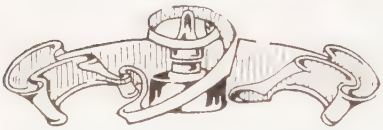

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BRASS RULE FACES

HAIRLINE (ON ONE- AND TWO-POINT BODY)

DOTTED (ON ONE-POINT BODY)

DOTTED (ON TWO-POINT BODY)

HAIRLINE PARALLEL (ON TWO-POINT BODY)

HALF-POINT SIDE FACE (ON TWO-POINT BODY)

ONE-POINT SIDE FACE (ON TWO- AND THREE-POINT BODY)

TWO POINT

THREE POINT

FOUR POINT

SIX POINT

EIGHT POINT

TEN POINT

TWELVE POINT

PRESCRIPTION SIGNS

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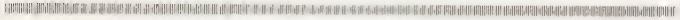
NO. ONE

THREE POINT
NO. TWO

NO. THREE

FOUR POINT
NO. FOUR



SIX POINT
NO. FIVE

NO. SIX

NO. SEVEN

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BORDERS

TWELVE POINT

NO. THIRTEEN

NO. FOURTEEN

NO. FIFTEEN

NO. SIXTEEN

NO. SEVENTEEN

NO. EIGHTEEN

NO. NINETEEN

TWENTY FOUR POINT

NO. TWENTY

BORDERS

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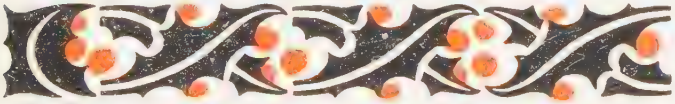
NO. TWENTY-ONE

THIRTY-SIX POINT

NO. TWENTY-TWO

NO. TWENTY THREE

NO. TWENTY FOUR



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